

ADMINISTRATIVE PROCEDURE FOR USE OF SCHOOL CREDIT CARDS

The following procedure will be followed when using school credit cards:

1. Cards will be issued by the business manager
2. A list containing the name of individuals obtaining cards and the date of checking out and checking in will be kept.
3. Individuals using the cards must present a copy of all card purchases to their supervisor for approval then to the business manager for payment.
4. These receipts must match statement information provided by the credit card company.
5. Unauthorized or unverified purchases will be the responsibility of the individual to whom the card has been checked out.
6. Loss of cards must be reported immediately to the business manager, transportation director or superintendent. Failure to report lost cards would result in the user being responsible for payments based upon the determination of the board.

REVISED REGULATION

ADOPTION DATE: AUGUST 23, 1989

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