

## SCHOOL DISTRICT OF PRENTICE

**Date Adopted:** March 18, 2014

**Date Revised:**

**File Sector:** Fiscal Management

**Policy Title:** Payment Procedures

**Subtitle:** Use of District Credit Cards

### USE OF CREDIT CARDS POLICY

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses. The Board, therefore, authorizes the use of District credit cards.

Credit cards shall not be used to circumvent the general purchasing procedures established by Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit card. Under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in:

- a loss of credit card privileges,
- disciplinary action, up to and including termination,
- personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase,
- and/or possible referral to law enforcement authorities for prosecution.

The Board directs the District Administrator to determine and specify those employees authorized to use District credit cards. The District Administrator shall be responsible for giving direction to and supervising such employees' use of District credit cards.

The District Administrator shall develop administrative guidelines that specify those authorized to use credit cards, the types of expenses which can be paid by credit card, and their proper supervision and use.