

### **USE OF THE DISTRICT CREDIT CARD**

The Board of Education permits the issuance of a credit card in the name of the School District for legitimate District business related expenses of its officers and designated employees within the budget appropriation. The maximum amount that may be spent at any one time on the credit card is \$10,000 unless the Board of Education approves additional expenditures. The use of the credit card is not intended to circumvent the District's policy on purchasing. Authorized personnel must submit purchase orders for those District business related expenses, such as tuition charges for attendance at conferences and lodging, where a purchase order is accepted, where costs may be fairly and accurately estimated prior to the actual incurring of expenses.

Only the District Clerk, with prior approval of the Superintendent of Schools or Assistant Superintendent for Business, is authorized to use the District credit card.

Expenses incurred on the credit card will be paid in such a manner as to avoid interest charges. The credit card will be locked in a secure place in the Office of the Assistant Superintendent for Business.

(This Policy replaces the previous Policy 6030)

1<sup>st</sup> Reading – February 13, 2019