

CREDIT CARD POLICY

The Superintendent or their designee is authorized to procure a credit card or cards in the School District's name. The card will have a \$5,000 limit. These District credit cards may be assigned to the Superintendent, Director of Administrative Services, or other individuals specifically approved by both the Superintendent and Director of Administrative Services.

District credit cards shall be used only for:

The purchase, under an approved purchase order, of school district equipment, supplies, books and materials.

Use of the District credit card for personal or private purchases is strictly prohibited.

The Director of Administrative Services will be responsible for the distribution of credit cards. At the start of every school year, each building administrator shall be responsible for the use of their respective cards and providing the Director of Administrative Services with a list of their staff authorized to use each card. The School Board authorizes the Superintendent and Director of Administrative Services to develop procedures to govern the use of the District credit card as needed.

Credit card purchases shall be included in the monthly school board manifest.