

USE OF CREDIT CARDS

Credit cards shall be maintained under the physical custody of the Purchasing Agent and Director of Human Resources when needed, the Purchasing Agent and/or Director of Human Resources will approve of their use. Authorized users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Assistant Superintendent for Business and to the appropriate financial institution.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in credit card revocation and discipline of the employee.

Upon completion of their use, credit cards must be returned to the Purchasing Agent and/or Director of Human Resources along with detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with district-related business for which the credit card has been used.

The Internal Claims Auditor shall monitor monthly the use of each credit card and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Each cardholder and authorized user shall be apprised of the procedures governing the use of credit card and a copy of this policy and accompanying regulations shall be given to each cardholder, upon receipt a signed verification of receipt will be placed in the employees' personnel file.

Adopted: January 23, 2006

Amended: March 12, 2007

Amended: September 21, 2009