

Adopted: _____

Revised:

716 POLICY GOVERNING DISTRICT CREDIT CARD USAGE

I. PURPOSE

The purpose of this policy is to establish the process by which the District credit cards are used as part of the purchasing protocol where requested goods and services are concerned. The policy is being implemented due in part to the advance of technology in the retail world. In many cases, credit cards may be the only accepted means of payment for a particular vendor providing desired goods and services.

II. PROCEDURES

The use of a district credit card is permissible for district purchasing. The purchase must comply with the purchasing statutes and rules and also with district purchasing policy. The following protocol should be followed in making district purchases with the district's credit card:

- A. When purchasing an item, the district requires that a purchase order be completed with all authorized signatures affixed. The purchase order must identify the actual vendor(s) providing the goods and services as well as a clear indication that the purchase is being processed with the district's credit card.
- B. If an employee has made a purchase by the district's credit card that has not gained approval by the Superintendent, the individual is to be held personally liable for the amount of the purchase.
- C. The District will be given five (5) credit cards from the card company. The cards will be in the possession of the Superintendent and the Business Office Staff by virtue of their roles in the purchasing process for the District.
- D. The following individuals are hereby authorized to facilitate the purchase of the goods and services for the district via the district credit card:

Superintendent

Business Office Staff

Legal References:

Ratwik, Rosak, & Maloney, P.A.