



## **CITY SCHOOL DISTRICT CREDIT CARDS DISTRICT ISSUED CREDIT CARDS**

The Board of Education permits the use of district issued credit cards for use by certain school officials to pay for actual and necessary expenses incurred in the performance of work-related duties for the district. A list of those individuals that will be issued a district credit card will be maintained in the business office and acted on by the Board of Education at its annual organizational meeting. The Board President shall sign the approved list. All credit cards will be for a unique account in the name of the school district with the name of the authorized school official printed on their assigned card. Each individual card user is accountable for all charges they authorize against the account card.

The district shall establish a credit line not to exceed \$10,000 for each card issued and an aggregate credit limit of \$20,000 for all cards issued to the district.

Credit cards may only be used for official school district business expenditures. The use of credit cards shall not circumvent the district's policy on purchasing.

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 business office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability.

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

Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying regulations shall be given to each cardholder.