

**SCHOOL CREDIT CARD
ADMINISTRATIVE REGULATIONS**

In accordance with the policy of the board of education, the following regulations shall apply to the usage of the school credit card:

1. All credit cards except fuel cards will be maintained in the Chief Finance Officer's office. Fuel credit cards will be maintained in the respective vehicle key pouch. The use of the credit card will be carefully controlled by the superintendent.
2. The superintendent and the superintendent's designee are the only district employees authorized to charge expenditures on the card.
3. Personnel desiring use of the credit card must obtain approval through the superintendent's office by use of a credit card authorization form or requisition/purchase order.
4. The trade credit cards may be checked out from the Chief Finance Officer's office by the certified employee who is serving as sponsor for a board-approved activity. The major credit card will not be available for check out. Purchases will be made by the Superintendent or Chief Finance Office only.
5. A card usage log will be maintained in the Chief Finance Officer's office and will include the following information:
 - A. The signature of the employee checking out the card.
 - B. The activity for which the card is to be used.
 - C. The date the card is checked out.
 - D. The date the card is checked in.
 - E. Signed receipts must be turned in for all purchases. Receipts for gasoline purchases must include vehicle number.
6. Purchases are to be made only by the employee whose signature is recorded on the usage log as checking out the card. Purchases on the major credit card will be made only by the Superintendent or Chief Finance Officer.
7. Purchases made which are not approved by the board will be reimbursed to the school district within 10 days of notification. Anyone making such purchases may be prohibited from future use of the card.
8. Personal usage of the card is prohibited at all times.
9. All usage of the credit card will require the acquisition of an original invoice from the vendor in addition to the credit card invoice customer copy if applicable. Purchases made with the credit card will not be reimbursed without both the original invoice and the customer copy of the credit card invoice if applicable.
10. All bills received from oil companies or other credit card companies will be paid in full upon receipt and within the time period provided by the credit card company. Service charges for late payments cannot be paid by the district.