

**CREDIT CARDS**

It is the policy of the Southwest Technology Center Board of Education that only the following credit card(s) will be used by designated personnel of this school district:

1. Prosperity Bank-major credit card
2. Finish Line-fuel card
3. Com Data-fuel card
4. Wal Mart-trade credit card
5. Staples-trade credit card
6. Home Depot-trade credit card
7. Lowes-trade credit card
8. Sear's/Craftsman-trade credit card
9. Office Depot-trade credit card
10. Northern Tool and Equipment-trade credit card

The Superintendent, Chief Finance Officer and Director of Maintenance are the only district employees authorized to use or designate the use of the credit card(s).

The use of the credit card(s) will be carefully controlled by the superintendent. All usage of the credit card(s) will require the acquisition of an original invoice from the vendor in addition to the credit card invoice customer copy. Purchases made with the credit card will not be reimbursed without both the original invoice and the customer copy of the credit card invoice.

Employees, with the approval of the superintendent, may submit an credit card use form to the Chief Finance Officer to use the credit card to register for a workshop or event. However, if an employee fails to attend the event or cancels the registration, the employee shall be required to remit payment to the school district for any cancellation fees or penalties incurred and charged to the school district.

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. The district shall not be responsible for any service charges for late payments.