

SUBJECT: USE OF THE DISTRICT CREDIT CARD

It is recognized that specific District employees will be issued a District credit card to assist with their job responsibilities. Job titles that will be issued a District credit card shall be listed in Regulation and reported to the Board of Education each year at the District's organizational meeting in July.

The District shall establish a credit line not to exceed \$5,000.00 for each specific employee. District issued credit cards shall be used prudently and only for official school business. Individuals authorized to use District credit card shall agree in writing to accept financial responsibility for any inappropriate usage by that individual. Receipts should be obtained that are itemized to provide evidence that expenses are prudent and proper. If meals, those in attendance and purpose of the meeting should be provided. For other expenses, the reason for the cost incurred should be provided.

Adoption Date: 02-08-21