

1 **District Credit Card Use**

2 The Board recognizes the need for limited and authorized use of District credit cards to support  
3 efficient District operations. The use of a District credit card is a privilege, and such cards shall  
4 be used only for approved official school business. They do not replace purchase orders.

5 The Superintendent and Finance Department shall establish and maintain District procedures that  
6 provide a documented and auditable District credit card usage program to make small purchases,  
7 travel arrangements and purchase of goods once a Purchase Order, and use of the card, has been  
8 approved by the Superintendent or designee.

9 Any employee authorized to use a District credit card is responsible for the protection and  
10 custody of the card. Employees shall immediately report to the Finance Department any theft,  
11 loss, damage or destruction of a District credit card.

12 Any misuse of a District credit, including but not limited to unapproved or unauthorized  
13 purchases or failure to provide original receipts or other acceptable documentation (as by the  
14 IRS), will result in an employee’s credit card privileges being revoked. Disciplinary action, up to  
15 and including termination, and/or criminal action, may be taken in the event of such a violation.

16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31

