

CREDIT CARD USAGE

The superintendent and business manager are authorized to obtain credit cards in the District's name for the purpose of purchasing items and services that are school related. The line of credit on these cards shall not exceed the following: general charge cards, \$25,000.00; and fuel charge cards, \$1,000.00. The business manager is authorized to administer the credit card usage by staff, administration and board members. Credit cards are to be used for the following:

Fuel cards: Fuel, oil and repairs to school vehicles.

General cards: Travel costs - airline tickets, lodging, vehicle rentals (meals are not to be purchased with credit cards).

Purchase of materials, supplies or equipment when the business manager provides prior authorization.

Emergency purchases for school-related items when there is insufficient time to follow regular purchase procedures.

On-line/internet purchases where a credit card is required and the purchase is authorized by the business manager.

Individuals making purchases as outlined above are required to submit signed receipts and such other documentation as the business manager may require prior to the credit card bill being paid to allow for proper expense coding.