

DISTRICT CREDIT CARDS

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 \$2,500 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. Itemized receipts will be obtained and submitted to the Business Manager to provide evidence that expenses are prudent and proper. Receipts with meal charges shall include names of those in attendance and the purpose of the meeting. For other expenses, the reason for the cost incurred shall be provided.

Adoption date: November 4, 2004

Revision date: February 14, 2006