

### **Credit Card Policy**

The Superintendent or his/her designee is authorized to procure a credit card or cards in the School District's name. Any District credit card will be under the sole supervision of the Superintendent or the Business Administrator.

Use of a District credit card shall be used only for the purchase of School District equipment, supplies and materials. Purchase shall be for items authorized by the adopted school district budget. Use of the District credit card for personal or private purchases is strictly prohibited.

The School Board authorizes the Superintendent to develop administrative regulations to govern the use of the District credit cards, as needed.

All charges must be verified with receipts. Any official or employee using a District credit card shall immediately submit the original credit card receipt and itemized sales ticket to the District financial officer.

All credit card purchases will be included in monthly financial reports received by the School Board.

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Second Reading:	November 4, 2008
Adopted:	November 4, 2008
First Reading:	October 26, 2022
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Policy Committee Review:	June 12, 2024