

POLICY: 705.3

CREDIT CARDS

The school district may maintain a school district credit card(s) for actual and necessary expenses incurred by employees and officers in the performance of their duties. The Superintendent, and other District employees, as determined by the Superintendent may maintain a school district credit card for actual and necessary expenses incurred in the performance of their duties.

It is the responsibility of the superintendent to determine whether the school district credit card use is for appropriate school business. It is the responsibility of the board to determine through the audit and approval process of the board whether the school district credit card use by the superintendent and District employees is for appropriate school business.

Employees shall follow procedures developed by the Superintendent for the appropriate use of school credit cards. Failure to follow procedures will make the employee responsible for expenses incurred.

Adopted: 09/23/05

Revised: 12/15/09, 11/11/19

Reviewed: 1/25/16