

Non-Instructional Business  
Operations**SUBJECT: USE OF CREDIT CARD**

The Board of Education permits the use of a District credit card by the Superintendent of Schools and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the District. A list of those individuals who are permitted to use the credit card will be maintained in the Business Office and reported to the Board each year at its reorganizational meeting in July. The credit card will be in the name of the Superintendent on behalf of the District.

The District shall establish a credit line not to exceed a credit limit of \$25,000 for the credit card issued to the District.

The Board shall ensure that the credit card is secured through an RFP process and the relationship between the District and the credit card company is such that the District preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations or policies otherwise applicable. In addition, any claim for payment by the credit card company must comply with the provisions of Sections 1724(1) or 2524(1) of the Education Law. These sections state that a claim cannot be paid unless an itemized voucher has been approved, audited and allowed as required by law and board policy.

Credit cards may only be used for legitimate District business expenditures. The use of the credit card is not intended to circumvent the District's policy on purchasing.

The user must take proper care of the credit card and take all reasonable precautions against damage, loss or theft. Any damage, loss or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of the credit card or failure to report damage, loss or theft may subject the user to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the user.

The user must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used.

The Superintendent of Schools, in consultation with the Assistant Superintendent of Business and the District's Purchasing Agent, shall establish regulations governing the issuance and use of the credit card. The user shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying regulations shall be given to the cardholder.

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1 of 2

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The Assistant Superintendent of Business shall periodically, but no less than twice a year, monitor the use of the credit card and report any serious problem and/or discrepancies directly to the Superintendent of Schools and the Board.

Education Law §§1724(1); 2524(1)  
Opns. St. Compt. No. 79-202; No. 79-494; 78-897

Adopted: 02/26/2020