

## **BOARD POLICY**    District-Issued Credit Cards

The Superintendent shall be responsible for the issuance, accounting, monitoring, retrieval, and generally overseeing the use of district credit cards by employees.

### Issuance

District employees may be issued a district credit card, which shall be used solely for the purchase of goods and/or services needed for official business of the district.

### Documentation

When an employee uses a district credit card, documentation shall be provided to the appropriate administrator detailing the goods or services purchased, the cost of such goods or services, the date of purchase, and the purpose for which such goods or services were purchased.

### Payment

All district credit card invoices shall have appropriate administrator approval prior to payment.

### Lost Credit Cards

Each employee issued a district credit card is responsible for the custody of said card. If a credit card is lost or stolen, the Superintendent, or his/her designee, shall be notified immediately.

### Return of Credit Cards

A district employee shall return the district credit card to the Superintendent, or his/her designee, upon termination of employment.

### Misuse and/or Unauthorized Use

An employee who violates a provision of this policy shall be subject to disciplinary action as determined by the Superintendent, up to and including termination. If the Superintendent violates a provision of this policy, he/she shall be subject to disciplinary action as determined by the Board, up to and including termination.

LEGAL REF: PA 266 OF 1996

## **ADMINISTRATIVE RULES** – District-Issued Credit Cards

The only district-issued credit cards authorized for use are: JP Morgan Chase

The total combined authorized credit limit of all credit cards issued by the district shall not exceed 5 percent of the total budget of the district for the current fiscal year.

Upon submission of appropriate documentation and approval for payment, the balance due on any authorized credit card, including the annual fee and interest, shall be paid within no more than 60 days of receipt of the initial statement.