

**USE OF THE DISTRICT CREDIT CARD**

The following credit cards are authorized for school business related expenses:

Staples	Barnes & Noble	Price Chopper
Home Depot	Borders	WalMart
Office Max		

When not in use, credit cards shall be kept in a secure location in the business office. Prior to the use of a credit card, a requisition and purchase order must be processed. Receipts for expenditures for items purchased shall include the goods and/or services purchased, the amount of the purchase, date of the purchase and the District business to which each purchase relates. Any free items, or give away, due to use of credit card is the property of the school district and is to be turned over to the School Business Official. After use, the credit card shall be immediately returned to the secure location from which it was obtained. All receipts shall be submitted to the business official.

The designated employee to whom a credit card is issued shall be responsible for its use and shall not allow the card to be used by anyone else or for any unauthorized purchases. Reimbursement for any personal or unauthorized purchases made with the district credit card must occur within 30 days of receipt of the credit card statement. Any unauthorized use shall subject the card holder to disciplinary action in accordance with the law, District policy, and/or the terms of a negotiated agreement.