

2019

5321

Non-Instructional/Business
Operations

SUBJECT: USE OF THE DISTRICT DEBIT/CREDIT CARD

The School District may issue a Debit/Credit card in its name for the use of its officers and designated employees for authorized school business related expenses. However, authorized personnel must submit purchase orders for those school business related expenses, such as tuition, charges for attendance at conferences, travel expenses, and lodging, where costs may be fairly and accurately estimated prior to the actual incurring of expenses.

The use of a separate account associated with the card will be established with a zero (\$0) or minimal balance and only supplied with money once the purchase is approved. The card will be locked with the Assistant Superintendent for Business and the treasurer may only transfer the funds.

Reviewed: 9/9/19

First Read: 9/23/19

Second Read/Adoption: 10/15/19

Next Review: 2/2022