

USE OF Credit Cards/P-CARDS

673.1

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses. The Board, therefore, authorizes the use of District credit cards/P-cards.

Credit cards/P-cards shall not be used to circumvent the general purchasing procedures established by Board policy. The Board affirms that credit cards/P-cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit card/P-card. Under no circumstances shall credit cards/P-cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

Inappropriate or illegal use of the credit card/P-card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in:

- a loss of credit card privileges,
- disciplinary action, up to and including termination,
- personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase,
- and/or possible referral to law enforcement authorities for prosecution.

The Board directs the District Administrator to determine and specify those employees authorized to use District credit cards/P-cards. The District Administrator shall be responsible for giving direction to and supervising such employees' use of District credit cards/P-cards.

The District Administrator shall develop administrative guidelines that specify those authorized to use credit cards/P-cards, the types of expenses which can be paid by credit card/P-card, and their proper supervision and use.

Reference: 673.2 P-Card Procedure Manual

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