

FISCAL MANAGEMENTPURCHASINGCredit Card Use

The Board of Education recognizes that the use of district credit cards may be appropriate in situations that require actions that would not be handled through a normal purchase order process. Therefore, the Purchasing Agent shall maintain a complete listing of all credit cards and the names of those that are authorized to use the cards. The authorized users of said cards shall be responsible for providing itemized receipts for purchases made utilizing a district credit card.

Update
Presentation: 6/1/2011

First
Vote: 6/15/2011

Second
Vote: 7/6/2011

FISCAL MANAGEMENT

PURCHASING

Credit Card Use

Itemized receipts shall be submitted for all charges on district credit cards.