

Holbrook Public Schools
CREDIT CARD USE POLICY

The superintendent and business manager are authorized to obtain credit cards in the District's name for the purpose of purchasing items and services that are school related. The line of credit on these cards shall not exceed \$5000.00. The business manager is authorized to administer the credit card usage by staff, administration and board members. Credit cards are to be used for the following:

1. On travel for:
 - a. Fuel, oil, and repairs for school vehicles;
 - b. Meals
 - c. Lodging
 - d. Emergency items related to the purpose of the travel

2. Non travel items:
 - a. For purchase of materials, registrations, supplies, or equipment when authorized by the Business Manager/Superintendent.
 - b. Emergency purchases for school-related items where there is not sufficient time to follow regular procedures for purchase orders and vouchers.

Each person issued a school district credit card shall sign an agreement providing that charges made on the credit card may be deducted from the person's salary unless:

- a. The purchase is for a school-related purpose authorized under this policy; and
- b. The person has submitted signed receipts and such other documentation as the School Business Manager may require prior to the credit card bill being presented to the Business Manager for payment.

Individuals making purchases as outlined above are required to submit signed receipts and such other documentation as the business manager may require prior to the credit card bill being paid to allow for proper expense coding.

The person reconciling the credit card statement will not reconcile purchases that they have made or authorized.

CROSS REF: DGD-E Credit Card Issuance Agreement
DKC Expense Reimbursements

ADOPTED: July 28, 2010