

3440

CREDIT CARDS

The Board of Trustees may authorize the Superintendent/designee to apply for credit cards. Credit cards will be issued only in the name of the school district and only when authorized by the Board of Trustees. All cards will be under the supervision of the Finance Department.

Credit cards may be issued to Administrators, Principals and Department Heads to be used for allowable and authorized purchases. A District Employee Agreement must be completed before a credit card will be released. The person to whom the credit card is issued is responsible for its proper use, and the card may be revoked for improper use along with disciplinary action being taken.

Reviewed: July 30, 2013
Adopted: December 10, 2003
Revised: September 3, 2013

NEPN/NSBA Classification: DGD
Legal Reference: