

## **Board Policy 7440: District Credit Cards**

**Original Adopted Date: | Last Revised Date:**

The Board of Trustees permits the use of District credit cards by certain school officials to pay for actual and necessary expenses incurred in the performance of work-related duties for the District.

All credit cards will be in the name of the School District. Credit cards may only be used for legitimate District business expenditures. The use of credit cards is not intended to circumvent the District's policy on purchasing. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in credit card revocation and discipline of the employee.

The Superintendent shall monitor monthly the use of each credit card by reviewing credit card expenditures and reporting any serious problems and/or discrepancies directly to the Board.

### Credit Card Users

The Board shall authorize the issuing of credit cards to specific positions, rather than to specific individuals.

Credit card users must take proper care of the credit card(s) and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss, or theft may subject the employee to financial liability.

Users must submit detailed documentation, including itemized receipts for services, travel, and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used. Failure to provide a proper receipt can make the employee responsible for expenses incurred.

### Credit Card Limits

The District shall establish a credit line not to exceed \$5,000 for each card issued and an aggregate credit limit of \$350,000 all cards issued to the District.

### Return of Credit Card

A District employee who is no longer employed by the District shall return the credit card to the Superintendent no later than five calendar days after termination without further use.

### Misuse and/or Unauthorized Use

An employee who violates a provision of this policy shall:

1. Have their credit card revoked immediately;
2. Shall be subject to disciplinary action as determined by the Superintendent; and
3. Shall be reported to local law enforcement.

If the Superintendent violates a provision of this policy, they shall be subject to disciplinary action as determined by the Board and shall be reported to local law enforcement.

### Additional Procedures

The Superintendent, in consultation with the Assistant Superintendent and/or Business Manager, may establish additional procedures governing the issuance and use of District credit cards. These procedures shall not contradict any part of this policy. Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying procedures shall be given to each cardholder.

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#### **Legal References**

IC § 18-5701

IC § 18-5703

#### **Description**

Misuse of Public Money by Officers

Definitions

#### **Other References**

ISBA Policy Services

#### **Description**

<https://www.idsba.org/member-services/policy/>

#### **Cross References**

#### **Code**

7260

#### **Description**

[Student Activity Funds](#)