

USE OF CREDIT AND PAYMENT CARDS

The Board of Education permits the use of district credit cards and/or payment cards (known as p-Cards) by certain school officials and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the district and to purchase goods for the district where a purchase order is not an effective means of procuring the goods or services. A list of those individuals that will be issued a district credit and/or p-Card will be maintained in the Business Office and reported to the Board each year at its annual reorganizational meeting in July. All credit cards and p-Cards will be in the name of the school district.

The district shall establish an aggregate credit limit of \$25,000 for all cards issued to the district.

The Board shall ensure that credit and p-Cards are secured through the OGS or RFP process or through a cooperative bid/RFP and the relationship between the district and credit or p-Card company is such that the district preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district share, or supersedes any laws, rules, regulations or policies otherwise applicable. In addition, the Board will ensure that no claim shall be paid unless an itemized voucher approved by the officer whose action gave rise or origin to the claim, shall have been presented to the Board or sub-committee of the Board, and shall have been audited and allowed.

Credit and p-Cards may only be used for legitimate school district business expenditures. The use these cards is not intended to circumvent the district's policy on purchasing.

Users must take proper care of these cards 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 and p-Cards or failure to report damage, loss or theft may subject the employee to financial liability. Individuals authorized to used district credit and/or p-Cards shall agree, in writing, to accept financial responsibility for any inappropriate usage by that individual.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy shall result in credit and/or p-Card revocation and discipline of the employee.

Each cardholder shall be apprised of the procedures governing the use of the credit card and p-Card, respectively, and a copy of this policy and accompanying regulations shall be given to each cardholder. Users must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit or p-Card has been used.

The Deputy Superintendent for Human Resources and Business shall periodically, but no less than twice a year, monitor the use of each credit and p-Card and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Cross-ref: 6700 - Purchasing
6830 - Expense Reimbursement

Ref: Education Law §§1724(1); 2524(1) (itemized, audited and approved vouchers required)
Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)
Opns. St. Compt. No. 79-494
Opns. St. Compt. No. 78-897 (gas credit cards)

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