

USE OF DISTRICT CREDIT CARD (S)

Credit cards issued in the school district's name may be used by officers and employees for reimbursable expenses incurred in the performance of their duties as outlined in this policy and governed by the Office of the NYS Comptroller.

It is the duty of the school district treasurer and school district clerk to have custody of any credit card(s) issued in the school district's name. They shall maintain said credit card(s) in a secure location and control access to said credit card(s).

Authorization for use of school district credit card(s) is obtained from the duly designated purchasing agent of the school district.

Pre-approval must be obtained through district procedures for expenditures made with school district credit card(s).

Each officer and employee shall sign a receipt for all cards placed in his or her custody. S/he shall take the necessary precautions to ensure the safeguarding of these cards. Upon return from travel, each school district officer or employee shall promptly return the credit card(s) to the school district treasurer or school district clerk and sign a receipt indicating such return. The theft or loss of any credit card(s) issued in the school district's name must be reported immediately by the officer or employee to the school district treasurer or school district clerk.

Original receipts are required for all expenses made using school district credit card(s). Failure to submit original receipts shall result in personal liability by the school district officer or employee for said undocumented charges.

All receipts and credit card(s) shall be submitted to the school district treasurer immediately upon return of the school district officer or employee. Any service charges incurred due to delay in returning credit cards or receipts shall be charged to the school district officer or employee.

Credit card expenditures shall be charged to the appropriate budget code (s).

POLICY ADOPTED: February 28, 2001

WAYNE CENTRAL SCHOOL DISTRICT
Ontario Center, New York 14520