

### **USE OF CREDIT CARDS**

The Board of Education authorizes the use of District credit cards by the Superintendent and Treasurer, accompanied by valid purchase orders and/or receipts. The Board may approve the issuance of credit cards to other employees on a case-by-case basis. District credit cards may not be used for such things as tips, alcohol, entertainment, or room service charges.

Employees who use District credit cards shall submit receipts and/or other documentation of any charges placed on the card. The Treasurer is authorized to develop additional guidelines for the use of credit cards as he/she deems necessary to provide for the proper supervision and use of such cards.

Adopted: 4/20/2009