

### **CREDIT CARDS**

The Board of Education recognizes that the use of credit cards helps to facilitate the management of daily operations.

The Board of Education will authorize all credit cards and corresponding credit lines on each card at its annual Reorganization Meeting. All credit cards are to be held by the Business Office and may be signed out by employees for a specific purpose at the discretion of the Business Administrator and/or his/her designee. Credit cards are to be returned back to the Business Office immediately upon return to the District. Credit cards shall be used prudently, and only for official school business within appropriated budget codes. All credit card use is subject to the same approvals, audits, and evidence of purchase (detailed receipts) as other purchases.