

CREDIT CARD USE POLICY

The business manager, with approval of the Superintendent/CEO, is authorized to issue credit cards on an as-needed basis to classified and certified staff, administrators, and school board members. Each credit card so issued shall be for a specific purchase and for a limited period of time. A written record of all cards issued, to whom, for what purpose, and a return date shall be recorded by the administration office personnel. The available credit line for any card issued under this policy shall not exceed \$10,000.00. School credit cards may be used for the following purposes:

1. On travel for:
  - a. Fuel, oil, and repairs for school vehicles;
  - b. Meals: In an amount not to exceed rates established by the State of South Dakota
  - c. Lodging
  - d. Emergency items related to the purpose of the travel
2. Non travel items:
  - a. For purchase of materials, registrations, supplies, or equipment when authorized by the Business Manager.
  - b. Emergency purchases for school-related items where there is not sufficient time to follow regular procedures for purchase orders and vouchers.

Each person issued a school district credit card shall sign an agreement providing that charges made on the credit card may be deducted from the person's salary unless:

- a. The purchase is for a school-related purposes authorized under this policy; and;
- b. The person has submitted signed receipts and such other documentation as the Business Manager may require prior to the credit card bill being presented to the Business Manager for payment.

The person reconciling the credit card statement will not reconcile purchases that they have made or authorized.

Any credits earned such as a frequent flyer miles or other things of value received as a result of the use of the District's credit card will be solely for the benefit of the school district.

Adopted 10/07

LEGAL REFS.: 4-3-27

WEST CENTRAL SCHOOL DISTRICT

CREDIT CARD ISSUANCE AGREEMENT

I hereby acknowledge receipt of a West Central School District credit card. I have read the Credit Card Issuance Policy adopted by the School Board and I agree to the terms. I agree to pay for any charge made on this card during the time it is in my possession that is not recognized under this policy, or is not properly documented.

In the event the card is lost or stolen, I will immediately notify the West Central School District.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Recipient

Credit Card Number \_\_\_\_\_  
Dated Issued: \_\_\_\_\_  
Return Date: \_\_\_\_\_  
Credit Limit: \_\_\_\_\_  
Purpose of Issuance: \_\_\_\_\_

Adopted 10/07

LEGAL REFS.: 4-3-27

WEST CENTRAL SCHOOL DISTRICT