

6782 CREDIT CARDS

It is recognized that specific District employees may be issued a District credit card to assist with their job responsibilities. Job titles that will be issued a District credit card shall be determined by the Board of Education each year at the District's organizational meeting in July.

The District shall establish a credit line not to exceed \$5,000 for each specific employee. District issued credit cards shall be used prudently and for official school business (see Appendix BB). Unauthorized use of the District credit card shall require financial reimbursement and cancellation of the credit card, Receipts should be obtained that are itemized to provide evidence that expenses are prudent and proper. If meals, the reason for the cost incurred should be provided.

Adopted: June 27, 2005

Revised August 25, 2008

Revised First Read: July 10, 2023