

## USE OF CREDIT CARDS

The Peru Central School District Board of Education supports the continues thoughtful use of a district credit card by the Superintendent of Schools and certain other school officials to pay for actual and necessary expenses incurred in the performance of work related duties for the district.

A list of those individuals that will be issued a district credit card will be maintained by the School Business Administrator and reported to the Board annually at the July reorganization meeting, via the reorganization meeting agenda. All credit cards will be in the name of the school district.

The district shall establish a credit line not to exceed \$3,500 for each card issued and an aggregate credit limit not to exceed \$20,000 for all cards issues to the district.

The relationship between the district and the credit card company is such that the district preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations, or policies otherwise applicable.

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Credit cards may 9only be used for legitimate school district business expenditures such as payment for lodging, meals, workshop-related materials and/or registration associated with authorized travel by the Superintendent of School or by board members. The use of credit cards is not intended to circumvent the district's policy on purchasing.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the School Business Administrator and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used.

The School Business Administrator, in consultation with the Superintendent of Schools, and the treasurer, shall establish regulations governing the issuance and use of credit cards.

Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying regulations shall be given to each cardholder.

The School Business Administrator shall periodically, but no less than twice annually, monitor the use of each credit card and report any serious problems and/or discrepancies directly to the Superintendent of the Board.

Cross-ref:      6700, Purchasing  
                      6830, Expense Reimbursement

Ref:      Education Law §§1724(1); 2524(1) (itemized, audited, and approved vouchers required)  
                  Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)  
                  Opns. St. Compt. No. 79-494  
                  Opns. St. Compt. No. 78-897 (gas credit cards)

Adoption date: August 11, 2009