

Credit Cards Policy

Specific District employees and Board of Education members as authorized by the Superintendent of Schools will be issued a District credit card to assist with their job responsibilities. The District shall establish a credit line for each card.

Credit cards will remain in the custodianship of the Business Office and will be disbursed upon the request of the approved district employee intending to secure goods/services on behalf of the District. Such request must be accompanied by a purchase requisition/purchase order and have all appropriate approvals prior to the release of the card.

District issued credit cards are to be used prudently and only for official school business. The use of credit cards cannot and will not circumvent the use of the Purchase Order system. Itemized receipts should be obtained to provide evidence that expenses are prudent and proper.

Lost or stolen District credit cards must be reported immediately to the Business Office.

Individuals authorized to use District credit cards will be required to accept responsibility for any inappropriate usage by that individual.

Superintendent of Schools will review and approve District cardholders and lines of credit on a yearly basis.

All credit card recipients must sign the attached form and return it to the Business Office.

First Reading & Amendment: January 9, 2006
Second Reading & Adoption: January 23, 2006
Amendment: September 8, 2008

I hereby acknowledge that the Harpursville Central School District has had a credit card issued in my name. I agree to adhere to all the rules and regulations as specified for the use of the card as per the Credit Card Policy (Policy 3515) as established per Board Policy.

Signature

Date