



Policy #5321

Page 1 of 2

Non Instructional / Business Operations

SUBJECT: USE OF THE DISTRICT CREDIT CARD, PURCHASING CARDS AND TRAVEL CARDS

The Board of Education permits the use of District credit cards by certain school officials and Board members 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 in the Business Office and reported to the Board, for its approval, each year at its reorganizational meeting in July. All credit cards will be in the name of the school district.

Where appropriate, the Board of Education will also permit individuals to use District purchasing cards and travel cards to pay for actual and necessary expenses incurred in the performance of work-related duties for the District. Purchase and Travel cards will be issued in the name of the department, building or appropriate individual and will only be authorized for use for expenditures that have been previously approved by the Assistant Superintendent for Instruction and Purchasing Agent. Purchasing and Travel cards must be returned to the Purchasing Agent or their designee immediately upon the individual's return to the District after the use of the card.

The Board will ensure that the credit card, purchasing and travel cards are secured through an RFP process or through contracts of the New York State Office of General Services.

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. In addition, the Board will ensure that no claim will be paid unless an itemized voucher approved by the officer whose action gave rise or origin to the claim has been presented to the Board and has been audited and allowed.

Credit cards, purchase cards and travel cards may only be used for legitimate school district business expenditures. The use of credit cards, purchase cards and travel cards is not intended to circumvent the District's policy on purchasing. Prior approval is required for all purchase card and travel card use and may be required for credit card use based on the value of the purchase.

Users must take proper care of credit cards, purchase cards and travel cards and take all reasonable precautions against damage, loss or theft. Any damage, loss or theft must be reported immediately to the Purchasing Department in the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards, purchase cards and travel 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 card revocation and discipline of the employee.



Policy #5321

Page 2 of 2

Non Instructional / Business Operations

SUBJECT: USE OF THE DISTRICT CREDIT CARD, PURCHASING CARDS AND TRAVEL CARDS (Cont'd)

Users of credit cards, purchase cards and travel cards 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, purchase cards or travel card has been used.

The Superintendent of Schools, in consultation with the Assistant Superintendent for Business and Finance and the District's Purchasing Agent, will establish regulations governing the issuance and use of credit cards. Each cardholder will be apprised of the procedures governing the use of the credit card, purchase cards or travel card and a copy of this policy and the accompanying regulations will be given to each cardholder.

The Purchasing Agent will monitor the use of each credit card, purchasing card, and travel card and report any serious problems and/or discrepancies directly to the Superintendent and the Board. All statement(s) will be placed on the next available Board agenda after the date the statement is received.

Re-Adopted: July 11, 2012

Revised: June 11, 2014

Revised: September 13, 2017

Re-Adopted: July 5, 2022