

Revised:

713 USE OF CREDIT CARDS

I. PURPOSE

Credit cards issued in the name of the School District will be made available for employee's use for official school business. These cards are intended to be used for travel related expenses and purchases where prescribed school district purchasing procedures are not acceptable.

II. GENERAL STATEMENT OF POLICY

It is the practice of ISD #876 to allow a district credit card to be checked out from the district office when it is deemed needed by an employee. The credit card will be the sole responsibility of the employee while checked out. The credit card may only be used for expenditures that are within school district policy and/or state statutes. Any use of the card that is deemed not within school district policy and/or state statutes will be the responsibility of the employee.

Each employee shall keep the sales receipt and supporting documentation for each use of the card. Any transaction with out supporting documentation will be the responsibility of the user. All paper work must be submitted to the appropriate office immediately in order to avoid any late payment or interest charges on the account.

Under no circumstances should the card number be given to anyone other than the authorized user.

Annandale ISD #876
Credit Card Issuance Form

Credit Card Issued to: _____

Title: _____

Credit Card #: _____

Expiration Date: _____

I, the undersigned receiver, acknowledge receipt of the above-referenced credit card and agree that it is to be used for school district business only. I agree to abide by established procedures regarding travel and other expenses and to submit an expense report with corresponding credit card receipts to the appropriate office in a timely manner. I also agree to report any loss or theft of credit card immediately to the business manager.

Date: _____

Delivered by: _____ Received by: _____

Date Returned: _____

Received by: _____ Returned by: _____