

CREDIT CARD Policy

The board may authorize the use of corporation credit cards by the following designated authorized officers and employees of the school corporation:

1. Board Members
2. Employees

The responsibility for the issuance of the credit card shall be with the corporation treasurer or his/her designee. The responsibility for the use of the card rests with the individual to whom the card is issued.

Once the purpose for which the card was issued is accomplished, the card shall be returned to the treasurer **unless issued to the individual.**

The treasurer shall maintain an accounting system that shall include the names of individuals requesting usage of the cards, their position, estimated amounts to be charged, and the date the card is issued and returned.

Credit cards shall not be used to bypass the fiscal accounting system.

Payment should not be made on the basis of a statement or a credit slip only. Procedures for payments should be no different than **those** for any other claim. Supporting documents such as paid bills and **itemized** receipts must be available. Additionally, any interest or penalty incurred due to late filing or furnishing of documentation by an officer or employee should be the responsibility of that officer or employee.

Corporation credit cards shall be used only for official corporation business.

Legal Reference: I.C. 20-26-3

Board Adopted: June 8, 1992
Board Reviewed: April 24, 1995;
June 9, 2008;
DATE