

MORRIS AREA SCHOOL DISTRICT POLICY #721.1

ADOPTED – SEPTEMBER 2007

REVISED – AUG. 2010

REVIEWED – JUNE 2013, AUG. 2016, NOV. 2019, MAR. 2023*

#721.1 SCHOOL DISTRICT CREDIT CARD USE

I. PURPOSE

The purpose of this policy is to clarify the process of credit card usage.

II. GENERAL STATEMENT OF POLICY

- A. The district may obtain credit cards for use by school officials and employees to pay for actual and necessary expenses incurred in the performance of work-related duties and to purchase goods for the District. Such cards shall not be used for purchasing goods for personal use or for non-District related matters.
- B. The Superintendent or his/her designee shall have control of such cards and no employee shall use the cards without approval of the Superintendent or his/her designee. The District financial officer shall maintain a control list containing the name of each person a card is assigned to and a photocopy of the cards.
- C. Any official or employee using a District credit card shall immediately submit the original credit card receipt and itemized sales ticket to the District financial officer. The account number for the purchase should be written on the receipt. With the absence of the account number on the receipt, the charge will be against the general instruction number for the facility or administrator involved. Failure to comply with this procedure could mean cancellation of the card.
- D. The use of the credit cards is not intended to circumvent the District policy on purchasing or compliance with state law and regulations on school business matters.

Legal References: Minn. Stat. § 123B.02. subd. 23 applies to school