



Book	Policy Manual
Section	For 8-9-22 or later
Title	Copy of USE OF CREDIT CARDS
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6423 - **USE OF CREDIT CARDS**

~~The Board of Education authorizes the use of bank credit cards by the following staff: the District Administrator and Board President. The Board acknowledges that individual cardholders are in a position of trust regarding the use of organizational funds. The following rules shall apply:~~

- ~~A. Bank credit cards are to be secured through the District business office. A credit limit of \$2,500.00 will apply to all cards.~~
- ~~B. The cardholder will be provided a copy of the credit card company's terms and conditions associated with the card.~~
- ~~C. A request for an increase in credit limits must be made by the District Administrator, with rationale for the increase.~~
- ~~D. Bank credit cards can be used for the following purposes:
 1. expenses for approved travel for District business (i.e. convention fees, airfare, meals, ground transportation, lodging);
 2. purchase of an item where the vendor accepts only credit cards; and
 3. in emergency situations.~~
- ~~E. The cardholder will provide, where applicable, each vendor with a copy of the District's sales tax exemption certificate.~~
- ~~F. Bank credit cards will not be used for personal purchases, cash advances, nor to circumvent normal purchasing procedures.~~
- ~~G. Payment for credit card bills will be made in a timely manner after individual cardholders review each charge on the monthly statements and provide supporting receipts to the District business office.~~
- ~~H. The internal review of all credit card charges will be performed by the District Administrator and Board Clerk.~~
- ~~I. Individual cardholders must report disputed transactions to the District business office as soon as possible.~~
- ~~J. Credits or other benefits resulting from credit card purchases shall accrue to the benefit of the School District of Tomahawk.~~
- ~~K. Individual cardholders are to exercise care and caution in securing the credit card while it is in their possession. The loss or theft of a District credit card shall be reported immediately to the District business office.~~
- ~~L. Violation of the District's policies governing the use of District credit cards constitutes a violation of its code of conduct and represents grounds for revocation of the credit card, possible termination of employment, and criminal prosecution, if deemed applicable.~~

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses. The Board, therefore, authorizes the use of District credit cards.

Credit cards shall not be used to circumvent the general purchasing procedures established by Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit card. Under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

The Superintendent shall specify the types of expenses which can be paid by credit card, and their proper supervision and use.

The Board directs the Superintendent to determine and specify those employees authorized to use District credit cards. The Superintendent shall be responsible for giving direction to and supervising such employees' use of District credit cards.

Last Modified by Coleen Frisch on August 2, 2022