

**BOARD OF EDUCATION
BEEVILLE INDEPENDENT SCHOOL DISTRICT**

Agenda Item No. _____

Date: 16-Aug-05 _____

Subject: Credit Card Policy

Submitted by: Linda O'Connell

Related Pages: 2

Supt's Approval: _____

ACTION

BACKGROUND INFORMATION:

Texas Association of School Boards, Inc. Policy Service
credit card policy.

ITEMS ADDRESSED:

TASB sample credit card policy.

RECOMMENDED ACTION:

Board decision

BUDGETARY INFORMATION:

None

SAMPLE POLICY

Sample 1:

CREDIT CARDS

District credit cards shall be checked out from the Superintendent's office and shall be used for hotel and airline expenses only. Use of gasoline credit cards shall be restricted to school vehicles on school business.

No later than the second day following return to the District, the employee shall complete an expense report with receipts attached.

Sample 2:

REIMBURSEMENT

An employee of the District shall be reimbursed for authorized mileage incurred while performing duties related to the job only if such travel is at the request of the employee's immediate supervisor and is approved by the Superintendent or designee. Alternatively, the employee shall be issued a District credit card to be returned to the business office the next day following return from travel. Receipts shall be turned in along with a completed expense report.

Sample 3:

TRAVEL CARDS

Travel cards may be issued upon Board approval. Travel cards issued are to be reviewed annually by the Board. The use of travel cards shall be limited to reimbursable expenses.

The person to whom the card is issued shall be responsible for notifying the District immediately in case the card is lost or stolen. The person to whom the card is issued shall be responsible for any unauthorized use of the card.

Sample 4:

District vehicles leaving the school on District business shall be fueled at the school. School credit cards shall be used to fill vehicles with gasoline on the road. No reimbursement will be paid for gasoline purchases.

Sample 5:

The District shall pay no mileage for travel in school-furnished vehicles; however, a District credit card will be furnished for out-of-

SAMPLE POLICY

District travel, and gas will be furnished by the transportation office for travel within the District.

This sample is drawn from Policy Service files of locally developed policies and in response to your request. TASB Legal and Policy Services provide no assurance that this policy comports with law or is appropriate for your District. Policy Service samples and assistance provided by your Policy Consultant/Analyst may not be considered as legal advice and are not intended as a substitute for advice of the District's legal counsel.

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