

**SUBJECT: USE OF A DISTRICT CREDIT CARD**

The Port Jervis School District recognizes that credit cards are an essential requirement for persons traveling in the ordinary course of school-related business or for purchases where no other payment methods are accepted. The district may therefore issue a credit card or cards in its name for the use of its officers and designated employees for authorized, reimbursable, school business-related expenses. Any district employee, director, administrator, or Board member must receive written authorization from the Superintendent or his/her designee for the use of any district credit card or credit account. Said card/account may only be used for approved travel expenses, such as hotel accommodations, car rental and transportation, and meals (exclusive of alcoholic beverages,) conference fees, or for those purchases of goods and services where no other payment methods are accepted.

All credit cards/accounts are in the District name and responsibility for them lies with the administrator and/or department director in whose possession they are. Each officer shall sign a receipt for all cards/account numbers placed in his/her custody and shall take the necessary precautions to ensure the safeguarding of these cards. This shall include, but not be limited to, the cards/accounts being maintained in a secure location with limited access. A log is to be kept of their use, including the purpose of their use, by whom it is used, and the time the card is taken and returned. Other than the American Express card or gasoline card, a purchase order shall be completed and approved before the use of any other account.

Bills on all accounts are sent directly to the District's Business Office. Expenses incurred on a credit card shall be paid in such a manner as to avoid interest charges. Credit card expenditures will be charged to appropriate budget codes and original receipts must be forwarded to the Business Office for all charges. Failure to submit original receipts for charges made and/or approved requisition prior to purchase may result in the employee being held personally liable for the undocumented charges.

Administrative Regulations will be developed with regard to this policy.

Any authorized user must acknowledge in writing that he or she is aware of this policy.

Adopted: 04/11/06