Policy 705.02: Credit and Procurement Cards

Status: ADOPTED

Original Adopted Date: 06/26/2023 | **Last Reviewed Date:** 06/26/2023

Employees may use District credit cards for the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties include, but are not limited to, fuel for District transportation vehicles used for transporting students to and from school and for school-sponsored events, payment of claims related to professional development of the board and employees, and other expenses required by employees and the board in the performance of their duties.

The District may maintain a District credit card for actual and necessary expenses incurred by employees and officers in the performance of their duties. The Superintendent will determine the employees that maintain a District credit card.

Credit cards may be used to order necessary purchases that have been approved in advance.

Employees and officers using a school district credit or procurement card must submit a detailed, itemized receipt in addition to a credit or procurement card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt will make the employee responsible for expenses incurred. Those expenses are reimbursed to the school district no later than ten working days following use of the school district's credit or procurement card. In exceptional circumstances, the superintendent or board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim.

Copies of credit card statements information will be included in board and public information at the meeting the board is approving payment of the credit card bill.

The superintendent is responsible for developing administrative regulations regarding actual and necessary expenses and use of a District credit card.