

### **SCHOOL CREDIT CARD USAGE**

The school credit card is available for school related expenses. It may be used for school related expenses only, (rooms and fueling school vehicles) unless pre-approved by the District Administrator or District Bookkeeper. The card will be checked out and signed for in the administration office.

The proposed expenditures must be cleared with the administrative office at the time the card is checked out.

It shall be the responsibility of the individual using the card to obtain receipts and return them along with the card to the office.

Persons using the card will sign their own name on the receipt. It will be the responsibility of the person using the card to use it properly and guard it against loss. If the card should become lost or stolen it must be reported immediately to the administrative office.

With the rise of on-line ordering, the use of the credit card for this purpose will become more and more common. All on-line orders must be pre-approved by either the District Administrator or the District Bookkeeper prior to placing the order.

Approved: February 28, 2007