

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

FISCAL MANAGEMENT

EXPENDITURES

USE OF DISTRICT CREDIT CARD

673.1

Credit cards for the district will be kept in the District Office and with each Principal, District Administrator, and Director of Business Services. The credit cards may be used by staff with approval from the District Administrator or supervisor. The use of the credit cards shall be limited to the amount approved. The credit cards may only be used by professional staff members for approved purchases.

A credit card may be used for travel and transportation expenses, as well as emergencies related to pre-approved professional travel. Credit card charges are not to exceed the amount submitted for approval. Charges are not to include alcoholic beverages or illegal substances. The credit card may be used for conference materials that were not anticipated, in order to take advantage of onsite discounts not otherwise available, but charges shall not exceed the staff member's budget limitations or approval from supervisor.

Credit card meal purchasing, including tip, must be at or below the allowable district thresholds.

The credit card may not be used for personal purchases, nor for any use that has not been approved that would need District approval, if the normal purchasing procedure were followed. The District reserves the right to obtain detailed receipts from the merchant, if summary receipts are submitted. Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements established for the use of the credit card may result in a loss of credit card privileges; disciplinary action, up to and including termination; and possible referral to law enforcement authorities for prosecution. Staff members will be personally responsible for any and all inappropriate charges, including finance charges and/or interest assessed in connection with inappropriate usage.

Discounts, premiums, or prizes for the credit card company or from any merchant doing school business using the credit card become the resources of the District and will be used solely for the District's benefit.

Any district staff member with a district credit card should use their district credit card for all district purchases versus their personal credit cards. In this circumstance, the use of a personal credit card for a district purchase that the employee seeks reimbursement for could be deemed as fraud as the employee may be earning credit card perks, points, etc. for personal benefit and/or remuneration.

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