

District Credit Cards

The Superintendent shall be responsible for the issuance, accounting, monitoring, retrieval, internal controls and generally overseeing the use of district credit cards for board members and employees.

Issuance

A board member may be issued a district credit card for actual and necessary expenses incurred as a result of attendance at board-approved workshops, seminars, conferences, or conventions.

District employees may be issued a district credit card which shall be used solely for the purchased of goods and/or services needed for official business of the district.

Documentation

When a board member or employee uses a district credit card, documentation shall be provided to the superintendent within 10 calendar days, detailing the goods or services purchased, the cost of such goods or services, the date of purchase and the purpose for which such goods or services were purchased.

Lost Credit Cards

Each board member or employee issued a credit card is responsible for the protection and custody of the district credit card. If a district credit card is lost or stolen, the superintendent shall be notified immediately.

Return of Credit Cards

A board member who leaves the board or a district employee who is no longer employed by the district shall return the credit card upon termination to the superintendent, but no later than five calendar days after termination.

Payment

The board shall approve all district credit card invoices prior to payment. Such payments shall be made no later than 60 days after receipt of the initial statement date.

Misuses and Unauthorized Use

A board member who violates a provision of this policy shall have his/her use of that card revoked by the board. An employee who violates a provision of this policy shall be subject to disciplinary action as determined by the superintendent. If the superintendent violates a provision of this policy, he/she shall be subject to disciplinary action as determined by the board.

Posen Consolidated School District #9

District Credit Card Information

<u>Card Type</u>	<u>Credit Limit</u>	<u>Authorized Users</u>	<u>Position</u>
VISA	\$26,223	Alletta Misiak	Asst. Business Manager
VISA	\$26,223	Lucia Bruski	Superintendent Secretary
VISA	\$ 1,000	Glenn Budnick	Teacher

Superintendent must approve all purchased before the credit card is used by anyone named above.