

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: DJB

USE OF DISTRICT CREDIT CARDS

The Board of Trustees of Park County School District No.6 (PCSD No. 6) permits the use of District credit cards by authorized District personnel to pay for authorized and necessary expenses of the District in the performance of work-related duties when a purchase order is neither practical nor possible.

District credit cards shall be limited to those purchases that are authorized, legal and legitimate school district business-related expenditures. District credit cards may not be used for any personal purchase at any time. The use of District credit cards may not be used to circumvent the District's policies and procedures on purchasing.

Credit card limits may vary between cards but will not exceed \$15,000 each.

The Board further authorizes the District Superintendent to develop procedures for issuing and governing the use of District credit cards. The Board further authorizes the Superintendent to make any changes as needed to the procedures.

The Business Office will review monthly activity for compliance in the use of credit cards and will report any discrepancies to the Superintendent and Board Treasurer. A list of all individuals issued District credit cards along with their credit card limits will be maintained by the District Business Office.

Each cardholder and authorized card user must take proper care of District credit cards and practice reasonable precautions against misuse, loss, or theft of credit cards. Cardholders and authorized card users will at all times account for the whereabouts of District cards issued to them.

Each cardholder and authorized card user is responsible to provide detailed documentation for each of the charges on the card they use and provide this to the Business Office within 30 days.

Violations of the District credit card use policy, regulations and/or procedures, may result in the revocation of employee's privilege of using a credit card and may subject the employee to additional disciplinary actions, which may include termination of employment from the district.

Adopted: 11/18/13