

Hancock County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: District Credit Cards	Descriptor Code: 2.8051	Issued Date: 04/07/16
		Rescinds:	Issued:

1 *General*

2 Credit cards shall be issued only in the name of the school district and only when authorized by the
3 Board of Education.

4 Purchases made with credit cards must be closely controlled and monitored to prevent fraud, waste,
5 and abuse. Purchases utilizing district-issued credit cards are not allowable for federally funded
6 purchases by individuals. District credit cards may be used to secure travel arrangements such as
7 overnight accommodations, air fare, and rental vehicles.

8 A card use log will be maintained in the finance director's office and will include the following:

- 9 1. The signature of the employee checking out the card;
- 10 2. The activity for which the card is to be used;
- 11 3. The date the card is checked out;
- 12 4. The date the card is checked in; and
- 13 5. Verification of receipts turned in for all purchases.

14 The district will also maintain all other appropriate internal accounting records, such as travel
15 vouchers, purchase orders, etc., related to credit card purchases.

16 The director of schools shall develop administrative procedures to implement this policy.

17 *Personal Use and Penalties*

18 Personal use of district credit cards is prohibited. Anyone who uses a district credit card in an
19 unapproved manner may be prohibited from future use of the card and be subject to other penalties up
20 to and including termination for unauthorized use.