

# Decatur County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <h2 style="text-align: center;">Credit Cards/Credit Lines</h2>	Descriptor Code: <b>2.8051</b>	Issued Date: <b>07/13/17</b>
		Rescinds:	Issued:

- 1 District credit cards shall be maintained by the director of schools or designee through procedures  
 2 developed and maintained in the district office for the purchase of appropriate goods and services for  
 3 district or school related purposes only. The credit card will be kept in a secure location and the  
 4 account number will remain confidential.
- 5 The director of schools or designee shall review and approve card transactions. Purchases which are  
 6 not approved by the director of schools or the finance director will be reimbursed to the district within  
 7 10 days of notification.
- 8 Card users shall be held accountable for appropriate use of credit cards/credit lines. Unauthorized use  
 9 of a credit card/credit line shall be grounds for disciplinary action, including termination of  
 10 employment. Cash advances using district credit cards are prohibited.
- 11 Any school employee that purchases items with the credit card or any approved credit line must follow  
 12 the procedures outlined below:
- 13 • Obtain original receipts for each purchase must to be turned into bookkeeper within three  
 14 working days of purchase.
  - 15
  - 16 • If the credit card is used to pay for a conference or training, a copy of the registration form  
 17 must be turned in.
  - 18
  - 19 • The bookkeeper or a separate employee must check off on purchases and the physical inventory  
 20 that is purchased.
  - 21
  - 22 • All purchases must be district or school related purchases.
  - 23
  - 24 • If there is any incurred finance or late charges, the responsibility will belong to the person or  
 25 program associated with said charges.
  - 26
  - 27 • Under no circumstances will the credit card/credit line be used to make personal purchases.