

## Administrative Guideline 6423

### **Use of Credit Cards**

1. The Superintendent will determine which employees will hold District credit cards.
2. There are two kinds of credit cards: District credit cards will be used only for District-related expense and activities. Special Use Cards are Building level cards.

District cards are to be used only for the following purposes:

- a) Travel and related expenses as discussed in Board Policy 3242
- b) Meals (when not Traveling) related to school business
- c) Other purchases, when a purchase order will not be accepted – no sales tax charged

Special use cards are used only for the following purposes:

- a) For the corporation staff incentive fund only – cannot be used for any other expenses.
3. A receipt must be kept for each item charged with no sales tax. If food items are charged, the receipt must be itemized. These receipts should be turned into the appropriate office as soon as completed with an A/P voucher.
  4. The person(s) using either cards will be personally responsible for the following charges:
    - a) All items charged to the card for which there is no receipt or not itemized.
    - b) Any late fees or finance charges incurred.
    - c) Sales tax on any purchases except airline tickets, hotel bills and food/meal items.