

POLICY

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GREENBURGH-NORTH CASTLE UNION FREE SCHOOL DISTRICT

SUBJECT: CREDIT CARD

The Superintendent is authorized to use a credit card on an as-needed basis for school related purposes. The credit card shall not be used for purchasing goods for personal use or for non-business related matter. A written record of all card use and for what purpose shall be recorded. The available credit line for the credit card issued under this policy, shall not exceed \$5,000.00. The Board of Education shall approve obtaining the credit card at the June Annual Reorganization Meeting. School credit cards may be used for the following purposes:

1. Travel Usage:
 - a. Lodging at rates according to the New York State rate;
 - b. Airfare reservations;
 - c. Gasoline purchases;
2. Other Usage:
 - a. For purchase of materials, supplies, or equipment when authorized by the Assistant Superintendent
 - b. Emergency purchases for school-related items where there is insufficient time to follow regular procedures for purchase orders and vouchers.

The physical custody of the card will be in the possession of the Business Manager. The Superintendent must submit documentation, including itemized receipts for services, travel and/or other actual and necessary expenses which have been incurred in connection with school related business for the credit card has been used. Failure to provide a proper receipt can make the Superintendent responsible for the expenses incurred.

The reconciling of the credit card statement will be done by the Assistant Superintendent. Purchases over \$750.00 require pre-approval.

Any credits earned such as frequent flyer miles or other items of value received as a result of the use of the District's credit card will be solely for the benefit of the District.

All airplane travel arrangements should be coordinated through the Business Office/Superintendent's Office.

Misuse and/or Unauthorized:

An employee who violates a provision of this policy shall have his/her credit card revoked immediately and 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.

Additional Procedures:

The Superintendent, in consultation with the Business Manager, may establish additional procedures governing the issuance and use of District credit cards that do not contradict any part of this policy. Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying procedures shall be given to the cardholder. The available line of credit will not exceed \$2,500.00.