

Adopted	January 20, 2014
Revision Date	October 13, 2015
Review Year	2020

Background/Purpose:

Use of school funds must be transparent and responsible.

Policy Statement:

The use of corporate credit cards should build efficiency by simplifying the acquisition, receipt and payment of low-dollar-value purchases and travel expenses, supported by board policies and procedures. Credit cards should only be used when other means are not feasible.

Guidelines:

Corporate credit cards may be issued to the Superintendent, Principals, or other staff who frequently make purchases for the school.

Accountability:

Monitoring on a five year cycle by the Board of Directors in accordance with annual work plan.

References:

AR 4200 Corporate Credit Card Procedures