

CREDIT CARD AND OTHER CHARGE CARD USAGE BY SCHOOL OFFICIALS AND EMPLOYEES 6832

The district has determined that for purposes of making approved purchases requiring the use of credit cards and other charge cards, that certain limited and designated district personnel shall be provided with a district credit card or other charge card. These cards can be used only for authorized official school business. Such cards shall have a maximum charge limit, in an amount to be determined annually by the Superintendent, or his or her designee.

A prescribed number of district employees, as determined by the Superintendent, or his or her designee shall have access to and be authorized to use such credit cards or other charge cards.

Any official or employee using a district credit card or other charge card shall keep copies of all receipts and charge account information provided at the time of a transaction and provide such information to the school business office upon return to the district.

The unauthorized use of a district credit card or other charge card, shall subject the offending official or employee to revocation of its use, as well as possible disciplinary action.

Date of Board Approval: January 13, 2015
Johnson City Central School District, Johnson City, New York