

BOARD POLICY 663

663 - District Credit Cards

The School Board authorizes the use of bank credit cards by the following employees: District Administrator, Director of Business Services, Director of Building and Grounds, Director of Instructional Services, Director of Pupil Services, Director of Computer Technology, Director of Food Services and Nutrition, and School Building Principals. The following rules shall apply:

1. Bank credit cards shall be obtained by the District business office for those authorized employees who request a card. A credit card limit of \$5,000.00 will apply to each card.
2. Bank credit cards may be used for the following purposes:
 - a. Expenses for approved travel for District business;
 - b. Purchase of an item where the vendor accepts only credit cards;
 - c. Internet purchases; and
 - d. Situations in which normal District purchasing procedures are impracticable or impossible.
3. Bank Credit cards may not be used for personal purchases, cash advances, or to circumvent normal District purchasing procedures.
4. Upon receipt of the bill and supporting receipts, the District shall pay charges in a timely manner for all credit card purchases made in conformance with this policy.
5. Credits or other benefits resulting from credit card purchases shall accrue to the benefit of the School District of Fort Atkinson, not the cardholder.
6. The loss or theft of a credit card shall be reported immediately to the District business office.

Approved: November 21, 2002

Revised: May 21, 2009