

BUSINESS**District Credit Cards**

The superintendent or designee shall be responsible for the issuance, accounting, monitoring, retrieval, internal controls, and generally overseeing the use of district credit cards for board members and employees.

A board member may be issued a district credit card for actual and necessary expenses incurred as a result of attendance at board-approved workshops, seminars, conferences, or conventions.

District employees may be issued a district credit card solely for the purchase of goods and/or services needed for official business of the district.

Reference: MCL 129.241-247

Policy

Adopted: 10-21-96

Amended: 06-16-08

Reviewed:

Regulation – District Credit Card

Each board member or employee issued a credit card is responsible for the protection and custody of the district credit card. Credit cards are issued for temporary use through the Director of Finance or his/her designee.

1. When a board member or district employee requests the use of a district credit card, he or she must sign for the card and provide a description of the purpose of the use of the card.
2. Upon completion of the use of the credit card, the board member or district employee must return the card to the Director of Finance or designee.
 - 2.1 The board member or district employee must initial the sign-out log to designate the return of the credit card.

Documentation and receipts for purchases and expenditures must be submitted when the credit card is returned detailing the goods or services purchased, the cost of such goods or services, the date of purchase, and the purpose for which such goods or services were purchased.

3. If a district credit card is lost or stolen, the Director of Finance must be notified immediately.
4. All district credit cards are kept in a locked safe in the district's business office.
 - 4.1 District credit cards expire and are renewed on an annual basis.
5. Unauthorized or inappropriate use of the district credit cards will be subject to appropriate disciplinary measures consistent with employee contracts and district policies.