

MEDWAY SCHOOL BOARD POLICY

USE OF SCHOOL CREDIT CARDS

The Medway School Department understands that the use of credit cards provides for ease and increase efficiency in the course of conducting certain district business. The Board directs that credit cards be made available by the Medway School Department for use to staff as approved by the superintendent and directs the superintendent to develop guidelines that allow for reasonable use of credit cards. The available credit line for any card issued under this policy shall not exceed \$5,000.

The administrative staff will continue to follow all appropriate purchasing approval requirements prior to the use of the credit card as a method of payment. The administrative staff shall notify the business office when a credit card will be used for any purchases. The administrative assistant is responsible for internal review of credit card invoices. Credit card users are responsible for adhering to Board policy and following the administrative regulations.

The following guidelines have been established for credit card use:

1. The superintendent will assign use of credit cards based on administrative needs.
2. Use of school district credit cards is for school district business only.
3. Credit cards shall be issued in the administrator's name and the school district.
4. School district credit cards shall not be used for personal expenses. Misuse or inappropriate use of the credit cards shall lead to disciplinary action, up to termination.
5. Credit card users shall not "loan" or otherwise make available their credit card to non-district or unauthorized district personnel.
6. Credit card users are responsible for all appropriate approval of paperwork and providing detailed receipts for any charges made using the school district credit cards.
7. The school district will continue to reimburse personal credit card bills for district-related business if incurred in accordance with the purchasing procedures.
8. Credit card users are responsible for the safety and security of the credit card assigned to them. All credit cards must be returned to the school district for safe keeping immediately following the authorized use. Ordinary replacement of credit card will be paid by the school district. Credit card users shall be responsible for reimbursement of any costs for replacement of credit cards caused by the actions or the negligence of the credit card user.
9. Credit card users are required to sign an acknowledgment and consent agreement regarding their possession of credit card. This form shall be kept on file at the business office.
10. Any credits earned such as frequent flyer miles or other things of value received as a result of the use of the card will be solely for the benefit of the district.
11. If the credit card is used for the purchase of meals during district travel, the costs of alcoholic beverages will not be an allowable expense.
12. One item cannot exceed \$5000.00 without school board approval.

The superintendent and administrative assistant will ensure that proper accounting measures are in place for the use of district credit cards.

First Reading: February 11, 2016

Second reading and adoption: March 2, 2016

REVISED: 8/15/17 Second Reading and adoption: October 10, 2017