

SANBORN REGIONAL SCHOOL DISTRICT

SRSD File: DGD

SCHOOL DISTRICT CREDIT ACCOUNTS/CARDS

The Superintendent or his/her designee is authorized to establish credit accounts, including the procurement of credit cards, in the School District's name. Any District credit account will be under the supervision of the Superintendent or the Business Administrator. Credit cards may be issued in the District's name, and may, with written approval by the Superintendent or Business Administrator, include an individual user name.

Use of a District credit accounts shall be used only for the purpose of School District related business; i.e. the purchase of School District equipment, supplies, materials, conference registration, etc. Purchase shall be for items authorized by the adopted school district budget and by an approved purchase order. Use of a District credit card or credit account for personal or private purchases is strictly prohibited.

The School Board authorizes the Superintendent to develop administrative regulations to govern the use of the District credit accounts and credit cards, as needed.

All charges must be verified with receipts.

All credit card purchases will be included in monthly financial reports received by the School Board.

History:

New Policy/Effective: April 3, 2019