

Business/Non-Instructional Operations

Board of Education Credit Card

A credit card will be issued only in the name of the Board of Education. The credit card will be under the sole supervision of the Superintendent or the Business Manager, and only expenditures by Board employees to conduct business associated with the school system will be authorized by the Business Manager. The Board of Education credit card shall be used for school business only, not for any personal business. If the Board of Education credit card is used for personal business, disciplinary action, which may include termination, will be taken.

Immediately subsequent to the use of the credit card, the Board employee will return the credit card and submit a fully itemized statement of expenses. The Board employee will pay any charges against the credit card not authorized, not properly identified on the statement of expenses, or disallowed following an internal or external audit.

An employee will not use the credit card if any of his/her disallowed charges are outstanding. The Board, Superintendent, or Business Manager has the unlimited authority to terminate the use of the credit card by any employee if there is any suspicion the use of the credit card is being abused in any manner.

The credit card shall have a credit limit not to exceed \$5,000.00. Any single purchase of \$500.00 or more requires authorization by the Superintendent or his/her designee.

Legal Reference: Connecticut General Statutes
 10-248 Payment of school expenses.

Policy adopted: October 28, 2009
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