

RED HOOK CENTRAL SCHOOL DISTRICT

POLICY # 8333

Use of the District Credit Card

The School District will issue a credit card in its name to the Purchasing Agent for the use of its officers and designated employees for authorized expenses. However, authorized personnel must submit purchase orders for those related expenses prior to the use of the credit card.

This credit card will only be for those purchases of goods and services from businesses that require a credit card. Any other business reasons for credit card purchases must be approved by the purchasing agent prior to use.

Expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges. The credit card(s) shall be locked in a secure place in the Business Office.

No individual is authorized to make purchase with a school district credit card without specific prior approval of the purchasing agent.

1st Reading: 02/06/06
2nd Reading: 02/23/06