

BUSINESS CREDIT CARD USE POLICY

The business manager, with approval of the superintendent is authorized to issue credit cards on an as-needed basis to office staff, administrators, and the network administrator. Each credit card so issued shall be for a specific reason and a limited period of time. A written record of all cards issued, to whom, for what purpose, and a return date shall be recorded. The available credit line for any card issued under this policy, shall not exceed \$5,000. School credit cards may be used for the following purposes: 1. On travel status for: fuel, oil, repairs for school vehicles; lodging – at rates established by the district; emergency items related to the purpose of the travel. 2. Other usage: for purchase of materials, supplies or equipment when authorized by the business manager.

Each person issued a credit card under this policy shall sign an agreement providing that charges made on the credit card may be deducted from the person’s salary unless: the purchase is for a school-related purpose authorized under this policy and the person has submitted signed receipts and such other documentation as the business manager may require prior to the credit card bill being presented to the business manager for payment.

The person reconciling the credit card statement will not be the same individual whose statement is being reconciled.

Credit Card Issuance Agreement

I herewith acknowledge receipt of a Faith School District credit card. I have read the Credit Card Issuance Policy adopted by the Faith School Board and I agree to its terms. I specifically agree to pay for any charge made on this card during the time it is in my possession that is not made for a proper school purpose or is not properly documented. In the event the card is lost or stolen, I will immediately notify the credit card company and the District.

Date	Recipient
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Credit Card Number	_____
Date Issued	_____
Return Date	_____
Credit Limit	_____
Purpose of Issuance	_____

Adopted: January 9, 2006