

## MASB- District Credit Cards

The Superintendent shall be responsible for the issuance, accounting, monitoring, retrieval, internal controls and generally overseeing the use of District credit cards for Board members and employees.

### Issuance

A Board member may be issued a District credit card for actual and necessary expenses incurred as a result of attendance at Board-approved workshops, seminars, conferences, or conventions.

District employees may be issued a District credit card that shall be used solely for the purchase of goods and/or services needed for the official business of the District.

*(Optional: You may limit the specific official business of the District by using this language: "Such official official business is defined as." and you may place a dollar amount on the amount charged.)*

### Documentation

When a Board member or employee uses a District credit card, documentation shall be provided the Superintendent (within 10 calendar days- this can be established to suit your needs) detailing the goods or services purchased, the cost of such goods or services, the date of purchase, and the purpose for which such goods or services were purchased.

### Lost Credit Cards

Each Board member or employee issued a credit card is responsible for the protection and custody of District credit card. If a District credit card is lost or stolen, the Superintendent shall be notified immediately.

### Return of Credit Cards

A Board member who leaves the Board or a District employee who is no longer employed by the District shall return the credit card upon termination to the Superintendent, but no later than five calendar days after termination.

### Payment

The Board shall approve all District credit card invoices prior to payment. Such payments shall be made no later than 60 days after receipt of the initial statement date.

### Misuse and Unauthorized Use

A Board member who violates a provision of this policy shall have his/her use of that card revoked by the Board. An employee who violates a provision of this policy shall be subject to disciplinary action as determined by the Superintendent.

If the Superintendent violates a provision of this policy, he/she shall be subject to disciplinary action as determined by the Board.

### Other Provisions

(The Board may add other provisions it deems necessary for the District.)

The total combined authorized credit limit of all credit cards issued by the District shall not exceed 5% of the total budget of the District for the current fiscal year.

The District may include in its budget and pay the balance due on any credit cards, including the annual fees and interest.

There must be a system of internal accounting controls to monitor the use of credit cards.

The Superintendent or business manager might want to develop categories of type of purchases made by District employees.

