

	ABERDEEN SCHOOL DISTRICT	NEPN Code: DGD
	POLICIES AND REGULATIONS	

REVISION – SECOND READING

FISCAL MANAGEMENT

CREDIT CARD USE

The Director of Finance, with approval of the Superintendent, is authorized to use credit cards on an as-needed basis for school related purposes. A written record of all card use and for what purpose shall be recorded. The available credit line for any card issued under this policy, shall not exceed \$5,000.00. School credit cards may be used for the following purposes:

1. — Travel usage:
 - a. — Lodging at rates established by the District and the State of South Dakota;
 - b. — Airfare reservations;
 - c. — Gasoline purchases — E-10 or Ethanol blended (E-85) fuel is recommended if available and if compatible with the vehicle; and
 - d. — Emergency items related to the purpose of the travel.
2. — Other usage:
 - a. — For purchase of materials, supplies, or equipment when authorized by the Finance Director;
 - b. — Emergency purchases for school-related items where there is insufficient time to follow regular procedures for purchase orders and vouchers.

The physical custody of the card will be in the possession of the Director of Finance.

Credit cards used for gasoline purchases will be provided to approved staff on a sign-out basis. Documentation supporting purchases of gasoline must be presented to the Finance Office upon the return of the card.

The employee reconciling the credit card statement will be from a different department than the department who authorized the charges, this could include, but not be limited to:

1. — Administrative Assistant to Finance, Food Service and Foundation;
2. — Assistant Director of Finance;

3. — ~~Executive Secretary to the Superintendent; and~~
4. — ~~Payroll Clerk.~~

~~Any credits earned such as frequent flyer miles or other things of value received as a result of the use of the District's credit card will be solely for the benefit of the school district.~~

~~All airplane travel arrangements should be coordinated through the Finance Office.~~

For School District purchases, the School Board authorizes the use of credit cards. The Director of Finance, or designee, is responsible for the authorization and control of the use of credit cards, subject to final Board approval of payments.

The Board has the authority to revoke use of any credit card if use becomes other than for which it was originally intended. If the Board revokes use of the card, the card shall be surrendered to the Director of Finance or designee. However, in the event the employee is the Director of Finance, then the card shall be surrendered to the Superintendent.

ADOPTED: August 27, 2001
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