

## **USE OF CREDIT CARDS**

**AR8334**

To facilitate the acquisition of certain goods and services by and on behalf of the Burnt Hills-Ballston Lake Central School District, the Superintendent authorizes the Assistant Superintendent for Support Services to apply for credit card(s) on behalf of Burnt Hills-Ballston Lake CSD.

All credit cards must be signed out for use with each purchasing transaction. Before an individual employee may utilize a district credit card, the employee and the Assistant Superintendent for Support Services or his designee must sign for the release of the credit card and a valid purchase order must be executed. When not in use all credit cards issued will be maintained in the Business Office in a secure location with limited access.

There shall be no issuance of debit cards which grant access to district bank accounts and all cards will be issued in the name of the school district. The Assistant Superintendent for Support Services shall maintain a list of all credit cards issued.

Credit cards shall be issued in the name(s) of, and be maintained under the physical custody of the Superintendent or his designee. When needed, the Superintendent and/or his designee will approve of each transaction. Authorized users must take proper care of these credit cards and take all reasonable precautions against damage, theft or loss. Any damage, theft or loss must be reported immediately to the Assistant Superintendent for Support Services and to the appropriate financial institution.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in credit card revocation, criminal/civil action, and discipline of the employee.

The Claims Auditor shall monitor monthly the use of each credit card and report any problems or discrepancies directly to the Superintendent and the Board.

Each authorized user shall be apprised of the procedures governing the use of the district credit card(s) as well as a copy of the appropriate board policy and any accompanying regulations.

Adopted: December 2016