

RYE CITY SCHOOL DISTRICT
RYE, NEW YORK

6334

USE OF CREDIT CARDS

The Board of Education permits the use of District credit cards by certain school officials to pay for actual and necessary expenses incurred in the performance of work-related duties for the District. A list of those individuals that will be issued a District credit card will be maintained in the Business Office and reported to the Board each year at its reorganization meeting in July. The Business Office will report any change in the list of those individuals issued a district card to the Board. All credit cards will be in the name of the School District.

The District shall establish a credit line not to exceed \$10,000 for all cards issued to the District.

The District will ensure that no claim shall be paid unless an itemized voucher approved by the officer whose action gave rise or origin to the claim shall have been presented to the District and shall have been audited and allowed.

Credit cards may only be used for legitimate School District business expenditures. The use of credit cards is not intended to circumvent the District's policy on purchasing.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability.

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 and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used.

Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and any accompanying regulations shall be given to each cardholder.

The Treasurer shall, on a monthly basis, monitor the use of each credit card and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

*Ref: Board of Education Policy 6700, Purchasing
Education Law §§1724(1); 2524(1)
Opn. St. Compt. No. 79-202
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