

Usage and Accounting of School District Credit Card	C.12
<i>Adopted: July 23, 2013</i>	

Whenever expenses or travel expenses are incurred for the Hilldale Public Schools and it is impractical to obtain a warrant for payment, an employee who is authorized by the superintendent to use a Hilldale Public Schools credit card may use it to satisfy a vendor's invoice.

A Hilldale Public Schools credit card will not be used for the personal use of the bearer. The credit card will only be used for Hilldale Public Schools purposes. When obtaining a credit card for school use the employee will sign for the credit cards, and when the credit card is returned to the encumbrance clerk, the clerk will sign and date the credit card log showing that the employee returned the card. The proposed use of the card will also be recorded on the log.

The encumbrance clerk will encumber funds to the credit card company, and charges made on the credit card will be debited against the encumbrance that is appropriate for each particular charge by use of change orders.

When not in use the card shall be in the custody of the central office. The person to whom the card is issued is personally responsible for each charge to the card. The credit card may not be loaned to another individual.

If a credit card charge is not in accordance with the use for which it was approved, the employee who used the card and signed the card slip is personally responsible to the credit card company for payment of that charge. However, nothing in this policy prohibits the board from paying the credit card company for a charge and then pursuing the employee who made the charge for reimbursement. Use of a credit card by an employee is acceptance of the terms of this policy, which is a public record, and authorization to deduct amounts of unapproved charges from the next available payroll warrant to satisfy the unapproved charge.

A credit card slip and a detailed receipt from the vendor must be submitted by the employee for each charge made.

Violation of this policy may result in non-renewal or dismissal of the employee.