

Book	Policy Manual
Section	6000 Finances
Title	USE OF CREDIT CARDS
Code	po6423
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#### **6423 - USE OF CREDIT CARDS**

The Superintendent shall develop administrative guidelines that specify those authorized to use credit cards, the types of expenses which can be paid by credit card, and their proper supervision and use.

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

#### **Other Provisions**

The total combined authorized credit limit of all credit cards issued by the district shall not exceed five percent (5%) of the total budget of the district for the current fiscal year.