

CREDIT CARD USE

Code **DGD** Issued **DRAFT/24**

The district may obtain bank-issued credit cards solely for the purpose of conducting business on behalf of the district and its students.

In consultation with the board, the superintendent will determine which staff members will be issued or provided use of district credit cards. The district will instruct staff members regarding the use of district credit cards prior to issuance.

Staff members in possession of a district credit card must take reasonable precautions against loss, theft, or damage. If a staff member loses a district issued credit card, the staff member must immediately report the loss or theft of the credit card to the superintendent and the CFO.

Staff members will return district issued credit cards to the district upon separation of employment. If the credit card was issued to a staff member for a prescribed time period, then the staff member will return the credit card to the district at the end of the time period.

Review of credit card transactions

The superintendent will establish a process consistent with board policy to regulate the use of credit cards and credit card accounts. This process will include procedures for the recovery of district funds for any unauthorized purchases.

Personal purchases on district/school credit cards are prohibited. Unauthorized charges made by employees to district/school credit cards may result in disciplinary action.

Discipline

Staff members in violation of this policy will be subject to disciplinary action, up to and including termination, and may be referred to law enforcement officials, as appropriate, consistent with policy GBEB, *Staff Conduct*.

Adopted ^