

<b>BRITTON-HECLA SCHOOL DISTRICT</b>	<b>DGD</b>
<b>Policies</b>	

### **CREDIT CARD POLICY**

The Business Manager and the Superintendent are authorized to use credit cards on an as-needed basis for school related purposes. A written record of all card use and for what purpose shall be recorded. The available credit line for any card issued under this policy, shall not exceed \$30,000. School credit cards may be used for the following purposes:

1. Travel Usage:

- a. Lodging at rates established by the District and the State of South Dakota;
- b. Airfare reservations;
- c. Gasoline purchases; and
- d. Emergency items related to the purpose of travel.

2. Other Usage:

- a. For purchase of materials, supplies, or equipment when authorized by the Business Manager/Superintendent;
- b. Emergency purchases for school-related items where there is insufficient time to follow regular procedures for purchase orders and vouchers.

The physical custody of the card will be in the possession of the Business Manager.

Credit cards used for gasoline purchases will be provided to approved staff on a sign-out basis. Documentation supporting purchases of gasoline must be presented to the Business Office upon return of the card.

The reconciling of the credit card statement will be done by a different employee than the employee who authorized the charges.

Any credits earned such as frequent flyer miles or other things of value received as a result of the use of the District's credit card will be solely for the benefit of the school district.

All airplane travel arrangements should be coordinated through the Business Office/Superintendent's Office.

Legal References:      SDCL 4-3-27

Adopted:

Revised/Reviewed: **10/26/17**

