

## Credit Cards

3415

The school district may hold corporate credit cards and gasoline credit cards. The superintendent of schools and the high school principal shall be responsible for their safe-keeping and seeing that they are properly used and accounted for. The following conditions shall be followed:

- I. The corporate credit cards shall be kept in the office of the superintendent of schools. Gasoline credit cards may be assigned to individuals for use during the year as needed.
- II. Each card shall be logged in and out by the individual using the card.
- III. All intended purchases must have prior administrative approval.
- IV. Credit card purchase slips along with a receipt from the business must be returned to the superintendent's office at the time the credit card is returned.
- V. Items purchased but not approved by the administration will be charged back to the person that was authorized to use the card.