

The Board recognizes the need for use of District credit cards when conducting business on behalf of the District. District credit cards will be issued from the Business Office to selected staff as designated by the Superintendent.

District personnel being issued a District credit card shall sign for the card, acknowledging their responsibility to use it within the parameters established by the Business Office. Personnel failing to comply with procedures may lose credit card privileges and may be held responsible for inappropriate expenditures made using the credit card.