

2005

5321

Non-Instructional/Business  
Operations

**SUBJECT: USE OF THE DISTRICT CREDIT CARD**

The School District may issue a credit card or cards in its name for the use of its designated purchasing agents authorized, reimbursable, school business related expenses. The maximum credit limit on *the account* shall not exceed \$10,000.

Only the District purchasing agents designated by the Board of Education shall be authorized *to carry and* use District credit cards.

Expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges. The credit card(s) shall only be in the possession of the purchasing agents.

Adopted: 11/21/05