

VLACS office employees and officers may use the school credit card for the actual and necessary expenses for which only credit card payment is accepted. Such actual and necessary expenses include, but are not limited to, the purchase of technology, software, classified advertisements, and supplies. Use of the school credit card shall be made under the supervision of the CEO and exclusively for school related purchases.

Individual purchases charged to the credit card shall not exceed \$700 without permission of the Treasurer or the Chair of the Board of Trustees.

Employees and officers using a school district credit card must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt shall make the expense a personal expense. Personal expenses shall be reimbursed to the school district no later than ten working days following use of the school district credit card. In exceptional circumstances, the CEO or board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school district's record of the claim. All credit card purchases must be entered onto a school purchase order in order to encumber the funds necessary for payment.

It shall be the responsibility of the CEO to determine whether the school district credit card use is for appropriate school business. It shall be the responsibility of the board to determine through the audit and approval process of the board whether the school district credit card use by the employees and officers is for appropriate school business. Monthly credit card statements will be available at each Board of Trustees meeting for review by the Treasurer and other members of the Board.

Law Reference:

Appendix Reference:

Date Adopted:

Revision Dates:

Last Review Date: