

SECTION: FINANCES

TITLE: CREDIT CARDS

ADOPTED: May 11, 2011

REVISED:

MUHLENBERG SCHOOL DISTRICT

625. CREDIT CARDS	
1. Authority	<p>The Board authorizes the administration to enter into an agreement for the use of a credit card issued in the name of the school district for the sole purpose of covering expenses incidental to authorized travel and for pre-payments required by vendors that are pre-approved by the Superintendent. The credit card contract may be modified, from time to time, only upon three (3) quotations as requested by the Business Manager and further Board action.</p>
2. Guidelines	<p>No later than ten (10) days after the billing date, the respective employee or Board member on whose behalf any charges were incurred shall submit a fully itemized travel expense voucher with receipt. Any charges against the credit card not properly identified on the travel expense voucher or disallowed following the Auditor General's audit shall be paid by the employee or Board member.</p> <p>If, for any reason, disallowed charges are not repaid, the district shall have a right to withhold any or all funds payable or to become payable to the employee up to the amount of the disallowed charges, penalties and interest at the same rate as charged by the company which issued the credit card.</p> <p>Charges against any district credit cards may only be made by employees or Board members designated by the Board. Requests for permission to use the district credit card shall be submitted to the Superintendent.</p> <p>All cards shall be under the supervision of the Superintendent. Employees and Board members shall surrender the card upon demand by the Business Manager, Superintendent, or Board President. The district has the complete authority to revoke use of any credit card if used for other than the purpose for which it was originally intended.</p>

Any individual authorized to use a credit card must maintain adequate security of the card while it is in his/her possession. Employees and Board members may not use the credit cards for personal use or for business related items for which a purchase order is customarily used.

At no time may the collective balance of any credit card debt exceed such amount as established by the Board.

References:

School Code – 24 P.S. Sec. 510