

<b>Dupree School District</b>	<b>NEPN Code: DGD</b>
<b>Policy Manual</b>	

### **Credit Card Use and Electronic Transactions**

The District is committed to using its financial resources wisely. The Board recognizes that credit cards and electronic transactions may provide school employees with a convenient payment option and may also improve business office efficiency.

**Credit Cards:** The Board authorizes the use of credit cards for official district purchases and acquisitions. The Business Manager is responsible for authorization and control of the use of credit cards, subject to the final School Board approval of payments.

Authorized use of the credit card is limited to the administrator in whose name the card is issued and may not be loaned to another person.

The credit card is for business-related purposes only. It may not be used for personal purchases. The credit card is District property and should be used only for authorized District purchases. Only the Business Manager or designee is authorized to use the credit card when scheduling travel by District employees and/or consultants retained by the District as speakers, presenters, etc., including registration fees, lodging and airline tickets. The Business Manager or designee is also authorized to use the credit card for prepayment of items/services when required by a vendor or in instances of savings to the District.

The card users shall submit charge card receipts to the Business Manager no later than the date established by the Business Manager.

The Business Manager shall audit the charge card receipts, reconcile the charge card statement and process the charges for payment.

**Legal References:**

SDCL 4-3-27                      Credit card use for purchases

Reviewed:                      16 October 2019

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