

Maryville City Schools Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Review Date:

**Review: Biennially
in October**

Procedures & Guidelines Funds: Expenditure, Authorized Signatures, Petty Cash

4.8

09/19/16

Rescinds:

Last Revision:

Credit Card Usage

The ability to use a school system credit card is a privilege. This privilege can be removed at any time. Any misuse of a credit card will be reported to the Director of Schools or his/her designee and to the proper authorities, if necessary.

Credit card usage must have prior approval of the supervisor/principal.

All receipts for credit card purchases must have the following:

- signature of person making purchase;
- explanation of the purchase (who and what);
- list of persons benefiting, i.e. a meal for five employees must have each person's name listed.

Receipts should be submitted to the school office or central office within 2 days of the purchase.

If the credit card company assesses late fees due to an employee not turning in a receipt promptly, then the accounting department reserves the right to invoice said employee for said fees.

Travel reimbursement procedures should be followed for credit card receipts pertaining to travel.

Large purchases, \$1000.00 or above, must have prior approval of the supervisor/principal. If a Principal is making the purchase, the Director of Schools must authorize approval. For the Central Office, approval will come through the Finance Director.

The Finance Director will secure all credit cards for campuses. Approval for new credit cards must come through the FD and by resolution of the Board of Education.