

USE OF CREDIT/DEBIT CARDS

Issuance

A District employee may be issued a District credit/debit card, which shall be used solely for the purchase of goods and/or services needed for official business of the District.

Documentation

When an employee uses a District credit/debit card, documentation shall be provided to the Superintendent, or his/her designee, within 10 calendar days detailing the goods or services purchased, the cost of such goods or services, the date of purchase, the appropriate account number to be charged and the purpose for which such goods or services were purchased.

Lost Credit/Debit Cards

Each employee issued a credit/debit card is responsible for the protection and custody of the District credit/debit card. If a District credit/debit card is lost or stolen, the Superintendent, or his/her designee, shall be notified immediately.

Return of Credit/Debit Cards

A District employee who is no longer employed by the District shall return the credit/debit card upon termination to the Superintendent, or his/her designee.

Payment

All District credit/debit card invoices shall have appropriate administrator approval prior to payment. Total payments shall be made no later than the due date specified on the initial statement.

Misuse and Unauthorized Use

Under no circumstances shall credit/debit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

The Superintendent, or his/her designee, shall develop administrative guidelines that specify those authorized to use credit/debit cards, the types of expenses which can be paid by credit/debit card, and their proper supervision and use. Inappropriate or illegal use of the credit/debit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit/debit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

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Other Provisions

The total combined authorized credit limit of all credit/debit cards issued by the District shall not exceed 1% of the total budget of the District for any fiscal year.

Approved:

LEGAL REFERENCE: MCL 380.1254; 129.243

*Adopted June 3, 1996
Revised December 1, 2008*