

**MILACA PUBLIC SCHOOLS  
SCHOOL BOARD POLICY**

*Adopted: February 2009*

**CREDIT CARD USE POLICY**

**I. PURPOSE**

The purpose of this policy is to authorize the use of a credit card by a school district employee otherwise authorized to make a purchase on behalf of the school district.

**A. Unauthorized Credit Card Purchases:**

1. If a school district employee makes or directs a purchase by credit card that is not approved by the school district or the school district's designee, the employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all statutes, rules or school district policy applicable to school district purchases.

**B. Authorized Credit Card Purchases:**

1. Credit card purchases where the vendor does not accept and will not provide a customer account and billing process for the school district. Examples are: authorized online purchases, fuel for the operation of school district vehicles and authorized travel and education.

**II. PROCEDURE**

1. The superintendent or superintendent's designee will authorize the opening, use and distribution of credit cards. The business office will maintain a listing of credit card accounts and a listing of personnel authorized to purchase with the respective credit cards. All credit cards will be kept in a secure place when not in use.
2. All invoices, receipts itemizing the charges made to the card are to be turned in to the business office in a timely fashion.
3. There will be no use of the district credit card for personal expenses.
4. Only authorized employees may use the school district credit card and the names of authorized employees will be kept in the business office.

***Legal Reference:*** Minn. Stat. 412.271, subd. 2 and 471.38