



Book	Policy Manual
Section	600 Finances
Title	Credit Cards/Gas Cards - PROPOSE STRIKETHROUGH OF EXISTING POLICY
Code	625
Status	DRAFT - Under Construction
Adopted	August 18, 2004
Last Revised	March 9, 2020

Propose removal of language in current, outdated policy - Credit Cards/Gas Cards to adopt new language/new title: "Procurement Cards."

Purpose

~~The Spring Grove Area School District Board of School Directors will authorize the Administration to operate a credit card system for designated employees (Superintendent and Director of Business Operations) for the sole purpose of covering expenses incidental to authorized travel and expenses of an urgent nature, or purchases over secure Internet connections for vendors that provide reduced prices or do not honor purchase orders.~~

Guidelines

~~Within two (2) work days of the expenditure, the employee will submit a fully itemized expense voucher with receipts and the Credit Card Usage Form (not required for fuel purchases). Any charges against the credit card not properly identified on the expense voucher or disallowed following an audit will be paid by the employee by check, United States currency, or by compensation deduction. All purchases with Internet vendors must be documented with a purchase order including backup of the transaction.~~

~~All cards will be under the supervision of the Superintendent of Schools or his/her designee. An employee will not use the credit card if any disallowed charges are outstanding and will surrender the card upon demand by the Superintendent of Schools or his/her designee. The Spring Grove Area School District has the unlimited authority to revoke use of any credit card if used for other than authorized purposes.~~

~~An individual authorized to use a credit card must maintain adequate security of the card while it is in his/her possession. Under no circumstances may these cards be used by another individual. Employees may not use credit cards for personal use under any circumstance.~~

Delegation of Responsibility

~~The Superintendent of Schools or his/her designee is responsible to develop accounting procedures for the use of credit cards.~~

