

EXPENSE REIMBURSEMENT AND CREDIT CARDS

All use of district motor vehicles and district credit cards shall be confined to necessary school business. The board shall annually prescribe limits and restrictions on the use of credit cards and shall monitor receipts and reimbursement expenses at least once a month. Credit card use shall be reported monthly to the board. Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

All rewards points or cash back payments earned using district credit cards are district property and shall be either applied to future district credit card purchases or remitted to the district treasurer for accounting and deposit.

District credit cards may be used by school employees for school related expenditures which may not be conveniently executed with district's purchase order process. All credit cards held by the district will be cataloged and controlled by the clerk of the board or superintendent.