

**SUBJECT: CREDIT CARDS**

The Board of Education authorizes the use of district credit cards by certain school officials and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties and to purchase goods for the District. A list of the job titles that will be issued a District credit card shall be listed in the Credit Card Regulation and reported to the Board of Education each year at the District's organizational meeting in July.

The District shall establish a credit line not to exceed \$10,000 for each specific card issued and an aggregate limit of \$20,000 for all cards issued to the District. District issued credit cards shall be used prudently and only for official school business. Individuals authorized to use District credit cards shall agree in writing to accept financial responsibility for any inappropriate usage by that individual. Receipts should be obtained that are itemized to provide evidence that expenses are prudent and proper. The use of credit cards is not intended to circumvent the District's policy on purchasing.

The credit card shall be secured by requesting quotes from appropriate financial institutions. The process and the relationship between the District and the credit card company shall be such that the District preserves its rights under law to dispute claims or charges. In addition, the Board will ensure that any claims shall be paid after such claim has been audited and allowed.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of the credit card or notify the District of damage, loss or theft of the credit card may subject the individual to whom it was issued to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in a credit card revocation and further action by the District or appropriate law enforcement authorities and may include discipline of the individual in accordance with law and applicable Collective Bargaining Agreements, if any.

The Superintendent of Schools, in conjunction with the Assistant Superintendent for Business shall establish regulations to implement this policy.

The Assistant Superintendent for Business shall periodically, but no less than twice a year, monitor the use of each credit card and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Adopted: X/XX/XX

**SUBJECT: CREDIT CARDS REGULATIONS**

Effective July 1, 2022, the following positions are authorized to use a District issued credit card:

- Superintendent
- Assistant Superintendent for Business

Receipts (itemized, wherever possible) shall be retained and submitted to support credit card charges. However, where a receipt has been lost, not obtained, or is not itemized, at the discretion of the Assistant Superintendent for Business, a signed statement may be submitted as a substitute document.

**DISTRICT CREDIT CARD AGREEMENT**

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

I hereby agree to accept a credit card from the Malverne Union Free School District with a credit line not to exceed \$10,000. I agree that I will only use the credit card for official and legitimate school district business and not incur any charges on the credit card of a personal nature.

I also agree that I will obtain itemized receipts for district credit card charges and remit those receipts to the Accounts Payable Department within 10 business days of the charge. However, where a receipt has been lost, not obtained, or is not itemized, at the discretion of the Assistant Superintendent for Business, a signed statement may be submitted as a substitute document.

I also understand that if I violate the provisions of this agreement, the district has the right to suspend district credit card privileges and receive reimbursement.

\_\_\_\_\_  
SIGNATURE\_\_\_\_\_  
DATE

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public