

CREDIT CARDS

The Superintendent is authorized to establish a credit card account to be used at those times where invoices cannot be used for the purchase of goods or services on a monthly basis.

School Board credit cards shall be used only for previously authorized expenses. Credit cards shall not be used to purchase fuel or repairs for a private vehicle, an identification for cashing personal checks or other types of nonofficial expenses.

The Superintendent shall develop regulations controlling the use of credit cards. Any irregularities or actions contrary to these guidelines, or normal business practice, shall be brought to the attention of the School Board.

Adopted: February 7, 2005

Legal Ref.: Code of Virginia, Title II, Chapter 6, Credit Cards (1991)