

## Credit Card Procedures

- A. The Westmoreland County School Board has VISA credit cards. The credit cards are issued to the top executives of the school system: Superintendent, Executive Officer of Organizational Management, Director of Instruction, Director of Personnel, and the Director of Special Education. Each executive is responsible personally for the appropriate use of the assigned card. Any misuse of the assigned credit card may result in the loss of future use of the credit card and personal reimbursement for any funds associated with the misuse of the credit card.
- B. The Westmoreland County School Board credit card may be used in the following ways:
1. To pay for School board and employee lodging at customary rates and established conference rates offered to the state, if applicable. When the lodging is associated with official business of the Westmoreland County Public Schools;
  2. To pay for meals associated with official travel (refer to DLC-R);
  3. To pay for meals associated with meetings where official business of the school system is conducted;
  4. To pay for books and other items where the vendor does not accept purchase orders, i.e. Amazon.com; and
  5. To pay for needed items on an emergency basis where a purchase order is neither available nor practical.
- C. The credit card may not be used:
1. To purchase fuel or repairs for private vehicles;
  2. To confirm identification for casing personal checks or other nonofficial expenses; and
  3. To purchase any personal non-official service or item.
- D. All receipts from credit card use MUST be submitted to the Finance Department within 7 days of the credit card transaction. Failure to submit receipts in a timely manner may result in the individual personally paying for the charges. For the credit cards assigned and used for lodging for staff attending meetings and conferences, the attendee of the event will be held personally responsible for the charges, if the receipts are not submitted within the 7 days (refer to DLC-R section A items 1 and 2).
- E. The monthly credit card statement will be reviewed by the Finance Department and the superintendent for adherence to the Westmoreland County School Board Policies and procedures for credit card use.

Adopted: August 20, 2007

Amended: April 18, 2011

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Cross Ref.: DLC-R Expense Reimbursements: Expenses – Travel Reimbursement Rates, etc.