



*South Washington County Schools
Cottage Grove, MN*

718 DISTRICT CREDIT CARD PROGRAM

I. PURPOSE

The purpose of this policy is to establish procedures for the use of a district credit card program by approved cardholders.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to establish district credit card procedures in accordance with the applicable provisions of law.

III. CARDHOLDERS

The Director of Finance or designee is authorized to approve additional cardholders of the district credit card program. District credit cards are issued in accordance with the district's Purchasing Card Procedures Manual and all cardholders must agree to the procedures in the Purchasing Card Procedures Manual as a part of the application process.

IV. REQUIREMENTS

- A. District credit cards must be used in accordance with the applicable provisions established in the district's Purchasing Card Procedures Manual.
- B. District credit cards are only to be used for authorized purchases as established by the district budget.
- C. Any unauthorized or inappropriate use of the district credit card may result in disciplinary action up to and including termination of employment.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

POLICY ADOPTED: May 24, 2007

POLICY REVIEWED: May, 2011

POLICY REVISED: June 16, 2011, August 20, 2015