

1 **CJI Public Schools**

2
3 **FINANCIAL MANAGEMENT**

7400

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5 Credit Card Use

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7 The Board of Trustees permits the use of District credit cards by certain school officials and Board
8 members to pay for actual and necessary expenses incurred in the performance of work-related duties for
9 the District. A list of those individuals that will be issued a District credit card will be maintained in the
10 business office and reported to the Board each year at its regular August meeting. All credit cards will be
11 preapproved by the Board and will be in the name of the District.
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13 The District shall establish a credit line not to exceed \$2,000 for each card issued and an aggregate credit
14 limit of \$10,000 for all cards issued to the District.
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16 Credit cards may only be used for legitimate District business expenditures. The use of credit cards is not
17 intended to circumvent the District's policy on purchasing.
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19 Users must take proper care of District credit cards and take all reasonable precautions against damage,
20 loss, or theft. Any damage, loss, or theft must immediately be reported to the business office and to the
21 appropriate financial institution. Failure to take proper care of credit cards or failure to report damage,
22 loss, or theft may subject the employee to financial liability.
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24 Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate
25 the intent of this policy may result in credit card revocation and discipline of the employee.
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27 Users must submit detailed documentation, including itemized receipts for commodities, services, travel,
28 and/or other actual and necessary expenses which have been incurred in connection with school-related
29 business for which the credit card has been used.
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31 The Superintendent shall establish regulations governing the issuance and use of credit cards. Each
32 cardholder shall be apprised of the procedures governing the use of the credit card, and a copy of this
33 policy and accompanying regulations shall be given to each cardholder.
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35 The District Clerk shall monitor the use of each credit card every month and report any serious problems
36 and/or discrepancies directly to the Superintendent and the Board.
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40 Cross Reference: 7320 Purchasing
41 7335 Personal Reimbursements
42 7336 Travel Allowances and Expenses
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45 Legal Reference: § 2-7-503, MCA Financial reports and audits of local government entities
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47 Policy History:

48 Adopted on: 01/09/2007

49 Reviewed on: 03/11/14

50 Revised on: