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Pittsfield School District

SCHOOL DISTRICT CREDIT CARDS

The superintendent or his/her designee is authorized to procure a credit card or cards in the school district's name. Any district credit card will be under the supervision of the financial manager.

Use of a district credit card shall be used only for the purchase of school district equipment, supplies, and materials as well as authorized district travel. Purchase shall be for items authorized by the adopted school district budget or authorized grant funds. Use of a district credit card for personal or private purchase is strictly prohibited.

The Board authorized the superintendent to develop administrative regulations to govern the use of district credit cards as needed.

All charges must be verified with receipts.

Adopted: January 18, 2018