

## USE OF CREDIT CARDS

The Western Wayne School Board recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of Corporation credit cards.

The Superintendent shall develop administrative guidelines that specify those authorized to use credit cards, the types of expenses which can be paid by credit card, and their proper supervision and use.

The administrative guidelines should also require that a log be kept which includes the names of the individuals using the cards, their position, estimated amounts to be charged, and the date the card is issued and returned.

Credit cards are not to be used to bypass the accounting system of the Corporation. In addition, credit cards are not to be used for personal expenses not related to Corporation activities.

Procedures for payment of expenses charged to credit cards must be according to the Board's policy for the payment of claims.

Western Wayne Schools, Wayne County, Indiana

Adopted: August 31, 2019

Revised: March 11, 2020