

Dyer County Board of Education

Descriptor Term:

Credit Cards/Credit Lines

Descriptor Code:

DL

Board Approved:

6/14/19

Rescinds:

Board Approved:

1 District credit cards shall be maintained by the Director of Schools/designee through procedures
2 developed and maintained in the district office for the purchase of appropriate goods and services for
3 district or school related purposes only. The credit card will be kept in a secure location, and the
4 account number will remain confidential

5
6 The Director of Schools/designee shall review and approve card transactions. Purchases which are not
7 approved by the director of Schools or the Finance Director will be reimbursed to the district within
8 ten (10) days of notification.¹

9
10 Card users shall be held accountable for appropriate use of credit cards/credit lines. Unauthorized use
11 of a credit card/credit line shall be grounds for disciplinary action, including termination of
12 employment. Cash advances using district credit cards are prohibited.

13
14 Any school employee that purchases items with the credit card or any approved credit line must follow
15 the procedures outlined below:

- 16 • Original receipts for each purchase must be turned into bookkeeper within three working days
17 of purchase;
 - 18 • If the credit card is used to pay for a conference or training, a copy of the registration for
19 must be turned in;
 - 20 • The bookkeeper or a separate employee must check off on purchases and the physical inventory
21 that is purchased;
 - 22 • All purchases must be district or school related purchases;
 - 23 • If there is any incurred finance or late charges, the responsibility will belong to the person or
24 program associated with said charges; and
 - 25 • Under no circumstances will the credit card/credit line be used to make personal purchases.
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35 Legal References

- 36 1. TCA 49-2-301
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