**Policy B.3 (Formerly 2700-2)**

**Policy: School District Credit Cards**

**Date Passed: August 2001**

**Date Revised: February 2012**

**PREAMBLE**

A School District credit card will be issued to the Confidential Secretary and as least two District Managers. Credit cards can be used in the following circumstances:

Purchasing of resources and supplies for the School District for

* expenses of District Managers while on business of the Board;
* other expenses while on business of the Board as approved by the Chief Executive Officer.

Each credit card will be established with a spending limit of forty thousand dollars ($40,000.00).