

## **Employee Use of District Credit Cards Regulations**

Employees must adhere to the following guidelines in using an Interstate 35 Community School District Credit Card:

- (1) Present a completed purchase order to the Central Office Staff.
- (2) The District credit card check-out form must be completed by the staff person and two Central Office Staff Members must sign the form also.
- (3) The staff member must return the District credit card, including the receipt(s) attached to the purchase order, upon return to the District. If the time of the return to the District is during a time when the office is closed, the credit card and receipts/purchase order must be returned by 8:00 A.M. the next day that school is in session.
- (4) Upon returning the District credit card, the staff member must have receipts attached to the purchase order. The staff member must sign the check-out form as having returned the credit card and two Central Office Staff Members must also sign the form as having the credit card returned to the office.

Approved: April 12, 2010

Revised: May 18, 2015

Reviewed: April 24, 2017