

MARION SCHOOL DISTRICT 60-3	NEPN Code: DGD
FISCAL MANAGEMENT	

CREDIT CARD USE

For School District purchases, the School Board authorizes the use of credit cards. The Business Manager, or designee, is responsible for the authorization and control of the use of credit cards, subject to final Board approval of payments.

The School Board has the authority to revoke use of any credit card if use becomes other than for which it was originally intended. If the Board revokes use of the card, the card shall be surrendered to the Business Manager or designee. However, in the event the employee is the Business Manager, then the card shall be surrendered to the Superintendent.

1st Read: October 10, 2011
2nd Read: November 14, 2011
Approved: November 14, 2011