

Credit Cards and Procurement Cards

Section 1. General. In accordance with the "Home Rule Statutes," the Board of School Trustees authorizes the use of credit cards and procurement cards to conduct certain aspects of its business. The initial application for a card on behalf of East Allen County Schools may be signed by the Superintendent or Chief Financial Officer on behalf of East Allen County Schools. Only those cards issued pursuant to an application signed by the Superintendent or Chief Financial Officer will be considered as East Allen County School's cards and such shall be the only cards authorized for use for East Allen County Schools.

Section 2. Use of Credit Cards. A credit card is authorized for use of payment of travel expenses of the Superintendent and School Board members. The custodian of this credit card is the Superintendent of Schools. Only those specific uses authorized by the custodian of said credit card shall be considered for payment by East Allen County Schools.

Credit cards for the purchase of fuel for school owned or leased vehicles are also authorized. The Chief Financial Officer or designee is the custodian for these cards and shall maintain a log documenting the use of said cards. Only those specific uses authorized by the custodian of said credit cards shall be considered for payment by East Allen County Schools.

Any user of a credit card shall submit independent receipts for all charges made on credit cards to the Business Office of the East Allen County Schools.

Section 3. Use of Procurement Cards. A procurement card is authorized for the payment of goods and services and specific travel expenses as authorized by the Business Office. The custodian of the procurement card must sign a user agreement with East Allen County Schools. Only those specific purchases authorized by the Business Office and User Agreement shall be considered for payment by East Allen County Schools.

The administrator of the Procurement Card System is the Chief Financial Officer or designee. Any user of a procurement card shall submit independent receipts for all charges made on the card to the Business Office of East Allen County Schools.