

**CODE: DC**

**USE OF CREDIT CARDS**

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The Kittery School Committee permits the use of Kittery School District credit cards by authorized school officials to pay for actual and necessary expenses in the performance of work-related duties for the School District. All credit cards will be in the name of the Town of Kittery.

A pre-determined dollar limit will be set by the Superintendent and/or School Committee. This dollar amount will be reviewed annually. Credit cards will be secured in the Superintendent's Office when not in circulation. Approval from the Superintendent is required for all credit card purchases.

Credit cards may be used only for legitimate Kittery School District business expenditures and within the limit set by the Superintendent and/or School Committee. The use of credit cards is not intended to circumvent School Committee policies or School District administrative procedures related to purchasing.

Users must take proper care of these credit cards and take reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Accounting Manager who will contact the financial institution that issued the card.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy will result in the revocation of credit card use and employee discipline, including full reimbursement to the District.

Users must submit detailed documentation, including itemized receipts for goods, services, travel and/or other actual and necessary expenses incurred in connection with the school related business for which the card has been used. Documentation must be submitted as soon as practicable, but no more than 30 days after purchase.

The Business office, Superintendent, and designated administrative assistant(s) shall review credit card use and immediately report any discrepancies to the Superintendent. Significant discrepancies and/or suspected fraud or abuse will be reported to the School Committee.

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Adopted: April 28, 2021