



Section: FINANCES
Title: USE OF CREDIT CARDS
Adopted: August 19, 2003
Revised: June 17, 2008

	618. USE OF CREDIT CARDS	
<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p>	<p>The Joint Operating Committee will authorize the use of credit cards by the administration to cover purchases and expenses deemed necessary by administration and expenses related to student field trips and employee travel.</p> <p>An appropriate number of cards will be authorized for use by and under the supervision of the Administrative Director and the Business Administrator. These individuals must maintain adequate security of the card while it is in their possession and may permit use by other employees. The Joint Operating Committee has the unlimited authority to revoke use of any and all cards if used for any purpose other than the purpose for which it was originally intended. Employees may not use the credit cards for personal use or for business related items for which a purchase order is normally used unless deemed necessary by the administration.</p> <p>Card users must submit itemized requisitions and/or expense vouchers as soon as possible after use with itemized receipts for approval. Any expenditures on credit cards for which a receipt is unavailable may be disallowed and the employee making the purchase may be responsible for payment to the school by check, United States Currency, or by payroll deduction. An employee will not use the credit card if any disallowed charges are outstanding and will surrender the card upon demand of the Administrative Director.</p> <p>Purchases made with credit cards for use by the school are tax-exempt. Certificates are available in the Business Office for use. Any sales tax paid is the responsibility of the employee and is treated as a disallowed expenditure if included on the receipt and must be repaid as any other disallowed item.</p> <p>Interest charges caused by late payments because receipts are not turned in timely are also to be considered disallowed and will be charged to the employee based on a determination of the Administrative Director.</p> <p>If, for any reason, disallowed charges are not repaid, the Joint Operating Committee will have a prior lien against and a right to withhold any and all funds payable to the employee up to the disallowed charges and interest at the same rate as charged by the company which issues the credit card.</p> <p>All credit cards must be returned to the CTC upon terminations, leave of absence, or at the request of the CTC. All expired credit cards shall be immediately returned to the Business Administrator for verification of destruction.</p>	

