

Business and Noninstructional Operations

CREDIT CARD USAGE

Board Member Usage

Calaveras Unified School District Governing Board members may use district bank credit cards while on official district business. Under no circumstances shall personal or unapproved expenditures be made on district bank credit cards. Any unapproved charges incurred on a district bank credit card assigned to an individual shall be the sole fiscal responsibility of the individual Board member to whom the card was issued and shall be paid to the Business Office immediately upon demand.

Credit Card Expenditures

Under no circumstances shall charges made on a district bank credit card exceed the authorized district expenditure limits for such item(s) or impose any additional fiscal or civil liability upon the district for use of said card by any district employees so issued a district bank credit card. Adherence to meal expense limits detailed in Board Policy 4133 is required and adherence to Board Policy 3310, Purchasing Procedures, shall be required prior to usage of credit card assigned to a district employee, shall be the sole fiscal responsibility of the district employee to whom the card was issued and shall be paid to the Business Office immediately upon demand.

Bank Credit Card Issuance

The Superintendent and the Assistant Superintendent will be issued a district bank credit card for Board-approved expenditures and usage. An additional bank credit card shall be retained in the custodial care of the Assistant Superintendent, Business Services, for district Board members usage and with the Superintendent's written approval, for temporary issuance to a district employee.

Bank Credit Card Usage

All receipts for Board-approved charges by district employees shall be turned in to the Business Office with the credit card. Any receipts not received by the end of the month shall be the sole responsibility of the user, as will any interest charged due to no receipt of invoices. Under no circumstances will personal or unapproved expenditures be charged to the district's bank credit card. Any unapproved charges incurred on a district bank card assigned to a district employee shall be the sole fiscal responsibility of the individual to whom the card was issued and shall be paid to the Business Office immediately upon demand.