

Adopted: 12-15-08

Policy 412.1

Revised: 1-25-10

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Rev.

CREDIT CARD USE POLICY

1. The ISD 2396 School Board annually shall authorize the Superintendent and/or Business Manager to make credit card purchases on behalf of the school district. With this authorization, the Superintendent and/or Business Manager may designate any employee who is otherwise authorized and approved to make purchases on behalf of the district the right to use a school credit card.
2. No personal use of a school credit card is permitted. If a district employee makes or directs a purchase by school district credit card that is not approved by the school board, the employee is personally liable for the amount of the purchase. They may also face disciplinary consequences. A purchase by school credit card must otherwise comply with all statutes, rules, or district policy applicable to school district purchases.

Legal References: Minn. Stat. 123B.02, Subd. 23 (Credit Cards)