

MODESTO CITY SCHOOLS

Board Policy

BP 3314.3

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

District Credit Cards

The Board recognizes the value of an efficient method of purchasing authorized goods, supplies and services, including method of payment and record keeping for expenses. District credit cards are authorized for use within this policy, administrative regulation and guidelines.

Use of district issued credit cards is not intended to replace effective procurement planning that enables volume discounts, best value purchasing practices, transactions that should be purchase order based, or to acquire items available through established purchase contracts.

The Superintendent /designee shall develop credit card use guidelines specifying in part:

- Those authorized to use credit cards.
- The types of expenses that can be paid by credit card.
- Procedures for the proper supervision and use of credit cards.
- Other relevant guidelines governing use and accountability.
- A requirement for obtaining a signed and dated cardholder acknowledgment form signifying cardholder receipt of card and acceptance and understanding of guidelines for use.

The credit card is issued in an individual employee's name and may not be used by anyone else.

District credit cards must be kept in a safe and secure location.

Under no circumstances are district issued credit cards to be used for personal expenses.

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Purchases that are unauthorized, illegal, personal in nature, perceived to be unethical or that reflect a conflict of interest, or use that does not adhere to credit card use Board policy/administrative regulation or credit card use guidelines, or otherwise violate the intent of this policy may result in card revocation, district sanction, repayment to the district, legal action and/or be grounds for termination of employment.

ADOPTED: January 20, 2004

REVISED: October 23, 2023