



Mitchell School District 17-2 POLICY

Category	Approval	
Series 400: Foundations and Basic Commitments	Adopted	Revised
	9/10/01	
	Reviewed	
	6/28/04, 7/14/08, 6/25/12, 6/27/16	

CREDIT CARD USE

MSD 437

The Business Manager, with approval of the Superintendent, is authorized to issue credit cards on an as-needed basis to teachers, administrators, and school board members. Each credit card so issued shall be for a specific reason and a limited period of time. A written record of all cards issued, to whom, for what purpose, and a return date shall be recorded. The available credit line for any card issued under this policy, shall not exceed \$7,500. School credit cards may be used for the following purposes:

1. On travel status for:
 - a. Fuel, oil, and repairs for school vehicles;
 - b. Meals; in an amount not to exceed rates established by the District;
 - c. Lodging; at rates established by the District;
 - d. Emergency items related to the purpose of the travel.
2. Other usage:
 - a. For purchase of materials, supplies, or equipment when authorized by the Business Manager;
 - b. Emergency purchases for school-related items where there is insufficient time to follow regular procedures for purchase orders and vouchers.

Each person issued a credit card under this policy shall be informed that charges made on the credit card may be deducted from the person's salary unless:

- a. The purchase is for a school-related purpose authorized under this policy; and;
- b. The person has submitted signed receipts and such other documentation as the Business Manager may require prior to the credit card bill being presented to the Business Manager for payment.

The person reconciling the credit card statement will not be the same individual whose statement is being reconciled.

ACCEPTANCE OF CREDIT CARDS

The Board of Education has determined that:

For K-12 transactions, neither credit nor debit cards may be used as payments to the district.
For transactions with Mitchell Technical Institute, both credit and debit cards may be used as payments to the district.

LEGAL REFS.: SDCL 4:3