

USE OF CREDIT CARDS

The School Board permits the use of credit cards by the Superintendent and those school employees authorized by the Superintendent to pay for actual and necessary expenses incurred in the performance of work-related duties for East Millinocket School Department. Actual and necessary expenses include, but are not limited to, payment of professional development and conference attendance and other purchases that cannot be completed using the standard purchase order procedures.

Any value-added incentives associated with any credit account will remain the property of East Millinocket School Department.

East Millinocket credit cards shall not be used for personal expenses. Unauthorized use of a credit card subjects an employee to discipline, up to and including termination of employment.

Vendor Credit Cards:

Purchases with a vendor credit card, such as Staples, Walmart, Amazon, etc. require an approved purchase order prior to purchase.

All credit cards will remain in the Superintendent's office and be signed out by the authorized person documenting the date and the related purchase order. After purchase is complete, the credit card will be returned to the Superintendent's office and the receipt and purchase order will be submitted for review and payment.

First Reading: March 13, 2018

Adopted: April 10, 2018