

Personnel

Series 400

Policy Title Credit Cards

Code No. 401.10

The District may secure and maintain credit cards for actual and necessary business expenses incurred by administrators in the performance of their duties. Actual and necessary business expenses incurred in the performance of work-related duties include, but are not limited to, fuel for District transportation vehicles used for transporting students to and from school and for school-sponsored courses or events; and accommodation, travel and other expenses related to the professional development of Board members, administrators and other employees. Employee meals are not an appropriate use of district credit cards.

Administrators using a District credit card must submit detailed receipts in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide proper receipts shall make the expense a personal expense. Personal expenses shall be reimbursed to the District no later than ten (10) working days following use of the District's credit card. In exceptional circumstances, the superintendent and Board may allow a claim without proper receipt. However, written documentation explaining the exceptional circumstances shall be maintained as part of the District's record of the claim.

It shall be the responsibility of the superintendent to determine whether claims submitted through use of District credit cards are appropriate District business expenses. It shall be the responsibility of the Board to determine through the audit and approval process whether claims submitted through use of District credit cards are appropriate District business expenses.

The superintendent shall be responsible for developing administrative regulations regarding the physical possession and use of District credit cards. The administrative regulations shall include the appropriate form(s) to be filed for documentation of actual and necessary business expenses.

Individual meal reimbursement shall follow policy 401.11.

Adopted: January 24, 1994

Legal Reference: (Code of Iowa)
Iowa Code 279.8, 279.29, 279.30

Reviewed: February 4, 2008
January 21, 2013
February 20, 2017

IAC Sec 281--12.3(1)

Amended: February 21, 2011

Cross Reference: 705.1 Purchasing Policy
705.4 Receiving Supplies and Equipment
705.5 Approval and Payment for Goods and Services
401.11 Travel Allowance
705.3 Requisition and Purchase Order