

## Milton Town School District

### Policy

#### **E112: District Credit Card**

##### **Policy**

A district credit card is annually authorized for use by the central office for purchases pre-approved by the Board of School Trustees. The card is intended to allow the district to capture savings gained through electronic/internet pricing on Information Technology (IT) equipment, IT equipment repairs, software, textbooks, electronic textbooks and library media. Use of the card is not authorized for other purposes.

The Board authorizes a \$5,000 credit limit for expenditures to be reimbursed through the General Fund and Special Revenue (Grant) Funds.

The district credit card monthly statement will be directly mailed to and reviewed by a designated individual at the Milton Town Finance Office – providing a degree of separation and third party review to ensure absolutely no transactions occur that were not first approved through a special warrant at a regularly scheduled Board meeting.

Any statement discrepancies will be immediately communicated to the Milton Town School District Business Manager. Employees that are found to be improperly using the credit card will be subject to disciplinary action up to and including dismissal.

*Date Warned: 5/23/2011*

*Date Adopted: 6/27/2011*

*Legal Reference(s):*