

FISCAL MANAGEMENT - PURCHASE CARDS

For official District purchases and acquisitions, the board of education authorizes the use of credit cards. The business manager, or designee, is responsible for the authorization and control of the use of credit cards, subject to the final board of education approval of payments.

The card users shall follow the Procedure Manual (District Code: DGC-P) and submit purchase card receipts to the business manager, or designee, at the time charges are incurred, but not later than the credit card billing date.

The business manager, or designee, shall audit the purchase card receipts, reconcile the purchase card statement and process the charges for payment by the District.

Adopted 08/12/02
Revised 04/15/14
Reviewed 06/30/15

Legal Reference:

SDCL 4-3-27 – Credit card or electronic payment for purchases or transactions – Establishment of policies.