

VIGO COUNTY SCHOOL CORPORATION  
TERRE HAUTE, INDIANA

File:   DLD  

**USE OF CORPORATION CREDIT CARDS**

The Board of School Trustees recognizes that oftentimes it is necessary for personnel of the corporation to utilize credit cards in order to obtain goods and services and that it is oftentimes a severe financial imposition upon personnel of the school corporation to pay cash out of their own pocket for goods and services purchased for the school corporation and not be reimbursed for those goods and services for as long as two months. There are three kinds of credit cards that can be utilized by personnel of the school corporation. They are telephone credit cards, gasoline credit cards, and general purpose credit cards. All of these types of credit cards entail placing responsibility on the users to show mature and proper judgment in the use of these financial instruments. Accordingly, the Board authorizes those persons, designated by the Superintendent of Schools or designee, to utilize telephone, gasoline, and general purpose credit cards as appropriate.

Credit cards may not be used to bypass the accounting system or to replace the purchase requisition/purchase order process.

Procedures for payment of credit card charges should be no different than any other claim.

When any of these cards are utilized, the appropriate receipt should be obtained and turned in with that person's claim form as spelled out in Policy DLC.

Adoption Date:       October 12, 1977; Revised: March 11, 1996

Legal Ref:

Cross Ref: