

<p><b>Hampton School District Policy</b></p>	<p><b>Section:</b> <u>D</u>  <b>Code:</b> DGD  <b>Title:</b> School District Credit Cards  <b>Category:</b> Optional  <b>Page:</b> 1 of 1</p>
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**SCHOOL DISTRICT CREDIT CARDS**

The Superintendent and Business Administrator are authorized to procure a credit card or cards in the School District’s name. Any District credit card will be under the sole supervision of the Superintendent or the Business Administrator.

A District credit card shall be used only for the procurement of goods and services for purposes of the School District. This may include purchase of equipment, supplies, and professional services. It may also include deposit toward or payment of registrations or travel expenses related to School District authorized travel.

Purchases shall be consistent with appropriations included in the adopted school district budget. Use of the District credit card for personal or private purchases is strictly prohibited.

The School Board authorizes the Superintendent to develop administrative regulations to govern the use of the District credit cards, as needed.

All charges must be verified with receipts.

All expenditures related to credit card purchases will be included in regular financial reports received by the School Board.

<p><b>Adopted:</b>  <b>Reviewed:</b>  <b>Revised:</b>  <b>Cancellation:</b></p>	<p><b>DATE:</b>  October 11, 2011  October 11, 2011</p>
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