

# Obion County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <h2 style="text-align: center;">Credit Cards/Credit Lines</h2>	Descriptor Code: <b>2.8051</b>	Issued Date: <b>draft</b>
		Rescinds:	Issued:

- 1 District credit cards shall be maintained by the Director of Schools/designee through procedures  
 2 developed and maintained in the district office for the purchase of appropriate goods and services for  
 3 district or school related purposes only.<sup>1</sup> The credit card will be kept in a secure location, and the  
 4 account number will remain confidential.
- 5 The Director of Schools /designee shall review and approve card transactions. Purchases which are not  
 6 approved by the Director of Schools or the Finance Director will be reimbursed to the district within  
 7 ten (10) days of notification.
- 8 Card users shall be held accountable for appropriate use of credit cards/credit lines. Unauthorized use  
 9 of a credit card/credit line shall be grounds for disciplinary action, including termination of  
 10 employment. Cash advances using district credit cards are prohibited.
- 11 Any school employee that purchases items with the credit card or any approved credit line must follow  
 12 the procedures outlined below:
- 13 • Original receipts for each purchase must be turned into bookkeeper within three working days  
 14 of purchase;
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  - 16 • If the credit card is used to pay for a conference or training, a copy of the registration form  
 17 must be turned in;
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  - 19 • The bookkeeper or a separate employee must check off on purchases and the physical inventory  
 20 that is purchased;
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  - 22 • All purchases must be district or school related purchases;
  - 23
  - 24 • If there is any incurred finance or late charges, the responsibility will belong to the person or  
 25 program associated with said charges; and
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  - 27 • Under no circumstances will the credit card/credit line be used to make personal purchases.

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Legal References

1. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8

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Cross References

- Executive Committee 1.301
- Purchasing 2.805
- Purchase Orders and Contracts 2.808