

## USE OF CREDIT CARDS

The Appleton School Committee permits the use of Appleton Village School credit cards (p-cards) by authorized school officials to pay for actual and necessary expenses in the performance of work-related duties for the School Department. All credit cards will be in the name of the Appleton Village School.

A pre-determined dollar limit will be set in accordance with an agreement between the Appleton Select Board and the Appleton School Committee.

Credit cards will be secured in the Appleton Village School office when not in use.

Approval from the Principal is required for all credit card purchases.

Credit cards may only be used for legitimate Appleton Village School business expenditures and within the limit set by the Superintendent and/or School Committee. The use of credit cards is not intended to circumvent School Committee policies or School Department administrative procedures related to purchasing.

Users must take proper care of these credit cards and take reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Principal's Office, which will contact the Treasurer of the Town of Appleton who will contact the financial institution that issued the card.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy will result in the revocation of credit card use and may result in employee discipline.

Users must submit detailed documentation, including itemized receipts for goods, services, travel and/or other actual and necessary expenses incurred in connection with the school related business for which the card has been used. Documentation must be submitted as soon as practicable, but no more than one week after use.

The Business office, Superintendent and designated administrative assistant(s) shall review credit card use and immediately report any discrepancies to the Superintendent. Significant discrepancies and/or suspected fraud or abuse will be reported to the School Committee.

AVS

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2<sup>nd</sup> Reading & Adoption            6/17/2019