

**CREDIT CARDS***Adoption Date: 5/13/08**Revision Date: 3/17/08**Page 1 of 1*

It is the policy of the Welch Board of Education that only the following credit cards will be used by designated personnel of this school district:

1. Bank of America Mastercard
2. Wal-Mart

The superintendent is the only district employee authorized to use or designate the use of the credit cards.

The use of the credit cards by the superintendent will be carefully controlled. All usage of the credit cards will require the acquisition of an original invoice from the vendor in addition to the credit card invoice customer copy. Purchases made with the credit card will not be reimbursed without both the original invoice and the customer copy of the credit card invoice.

Employees, with the approval of the superintendent, may use the credit card for travel and lodging reservations, or to register for a workshop/event. If an employee fails to make the trip, cancel the reservations in time, attend the event, or cancel the registration, the employee shall be required to remit payment to the school district for any charges, fees, or penalties incurred and charged to the school district.

All bills received from oil companies or other credit card companies will be paid in full upon receipt and within the time period provided by the credit card company. The district shall not be responsible for any service charges for late payments.