

### Credit Card Policy

Arlington Public Schools approves of the use of credit cards issued to the district for school purchases. All credit card use must comply with the following guidelines:

- All purchases must be pre-approved by authorized official directly responsible for monitoring the budget of the staff member
- Credit Cards must be checked out of the business office for each specific use
- Credit Cards must be returned to the business office immediately after purchase is made
- Itemized receipts must be produced for each credit card purchase, and turned in to the business office with credit card
  - If itemized receipts are not received, the staff member making the purchase will be personally responsible for the charges
- Staff members are not authorized to carry a school issued credit card with them, unless necessary and approved by administration for a school activity, or a card has been issued directly to that staff member due to requirement of the position (i.e. administrators)
- Staff may not record school-issued credit card information to keep for future use in any manner (i.e. writing down the number, taking a picture of the card).
- Any staff member found to be violating any of these directives will be:
  - Subject to administrative disciplinary measures
  - Prohibited from using school issued credit cards in the future
  - Personally responsible for purchases made with the recorded card information
  - Subject to dismissal if misuse is egregious, and/or violates staff handbook Code of Ethics (*Principal V- Commitment to Professional Employment Practices: D. Shall conduct professional business through designated procedures*)