

USE OF CREDIT CARDS

The Board of Education recognizes the need for the Assistant Superintendent for Business to have use of a district credit card to pay for necessary expenses incurred in the performance of work-related duties for the District.

Credit cards may only be used for legitimate school district business expenditures. The use of credit cards is not intended to circumvent the district's policy on purchasing.

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

The Assistant Superintendent for Business and as applicable, the Director of Transportation, are responsible for reviewing and approving all monthly credit card statements.

Each monthly credit card statement shall also be reviewed by the Superintendent of Schools and forwarded to the Board of Education.

Great Neck Public Schools

Adopted: 04/20/05

Amended: 3/30/15