

Business/Non-Instructional Operations**CASH DISBURSEMENT****Credit Card Usage Policy**

From time to time the requirement to purchase school related materials and supplies from a vendor may occur. For these reasons, the Brookfield Board of Education will authorize the establishment of a credit card account(s) to be issued under the name of the Superintendent of Schools.

The use of the credit card will be under the ~~sole~~ supervision of the Director of Business and Operations and the Superintendent, who must approve all expenditures prior to use. Only expenditures necessary to conduct the business of the Brookfield School District will be authorized and the credit card must not be used for payments of any type which can reasonably be processed via standard payment procedures.

Any personal expenditures are strictly prohibited. If the Board of Education credit card is used for personal or inappropriate expenditures, disciplinary action, up to and including termination, may be taken. Usage of the credit card shall be subject to restrictions and requirements of all district policies and applicable state statutes.

The following types of purchases are specifically prohibited:

- Alcoholic beverages
- Tobacco products
- Personal items
- Cash advances
- Any other items deemed inconsistent with the values of the school district

All purchases made with the District credit card must have a pre-authorized Credit Card Authorization to Purchase (“CCA”) form filled out and approved by the Director of Business and Operations and the Superintendent.

The Board of Education, Superintendent, or Director of Business and Operations has the authority to terminate the use of the credit card by any employee for any reason.

Failure to comply with any of the above may be subject to disciplinary action.

Legal Reference: Connecticut General Statutes
 10-248 Payment of school expenses.

Policy adopted: 8/20/14

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut