

USE OF CREDIT CARDS

Any individual using a school credit card must sign for the card personally. Credits cards will be issued from the Central Office. The Board Secretary will maintain an inventory of all district-owned credit cards.

All purchases made by school employees will be for vehicle or employee expenses or for authorized purchase orders only. A receipt for those purchases must be presented to the Central Office for payment purposes.

LEGAL REFERENCE:

DATE OF ADOPTION: December 11, 1991

DATE OF REVIEW: March 19, 2007

DATE OF REVISION:

MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT
DELHI, IOWA 52223