

## **411 CREDIT CARD USE**

### **I. PURPOSE**

The purpose of this policy is to identify the appropriate use of the Wheaton Area Schools ISD #803 credit card program available to authorized employees to make business-related purchases for goods and services.

### **II. GENERAL STATEMENT**

- A. The Superintendent will designate employees permitted to use the credit card. Those permitted must be employees and must have an on- going need to make business purchases for Wheaton Area Schools.
- B. Employees may not use the card for personal purchases.
- C. Cardholders and approvers must ensure that purchases made with the Wheaton Area Schools card comply with all District policies and purchasing procedures. Funds must not be expended that cannot be supported within department budgets, unless specifically authorized by the Superintendent. Funds expended from grants or other restricted funds must meet all guidelines of the fund before expense is made.
- D. All purchases must be supported with itemized receipts.
- E. Employees who make non-business related, unauthorized purchases, or purchases that cannot be supported as a business expense by appropriate documentation will be financially responsible for those purchases.
- F. Failure to comply with this policy and all associated procedures may result in disciplinary action, up to and including termination of employment.