

Credit Cards

The following credit cards are authorized for school business related expenses:

Barnes and Noble, Best Buy, Home Depot, JP Morgan Chase (MasterCard)
Lowe's, Mirabito, Sam's Club, Wegmans, and Weis Market

Authorized personnel must submit purchase orders for business related expenses/purchases prior to the use of the credit card.

This credit card will only be for those purchases of goods and services that require a credit card and do not accept other payment methods. Any other reason for credit card use must be approved by the School Business Executive prior to use.

Expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges. The credit cards shall be locked in a secure place in the School Business Executive's office. The school district is not allowed to pay sales tax on purchases made in New York State. Authorized personnel using school district credit cards must avoid sales tax on purchases by using tax exempt accounts or a tax exempt certificate with each purchase. Sales tax charged to an account must be paid by the employee that made the purchase.

Receipts for expenditures for items purchased shall include the goods and/or services purchased, the amount of the purchase, date of the purchase and the district business to which each purchase relates. After use, the credit card shall be immediately returned to the secure location from which it was obtained. All receipts shall be submitted to the School Business Executive.

The designated employee to whom a credit card is issued shall be responsible for its use and shall not allow the card to be used by anyone else or for any unauthorized purchases. Any individual who makes an unauthorized purchase with a school district credit card shall be required to reimburse the school district for the purchase. Reimbursement for any personal or unauthorized purchases made with the district credit card must occur within 30 days of receipt of the credit card statement. Any unauthorized use shall subject the card holder to disciplinary action in accordance with the law, district policy and/or terms of a negotiated agreement.