

# WHITLEY COUNTY BOARD OF EDUCATION DISTRICT CREDIT CARD USE REPORT

Credit cards issued in the name of the Whitley County Board of Education may be used by employees and/or board members to purchase instructional supplies, lodging, and other items incurred in the course of business for the Whitley County Board of Education as approved by the Superintendent and/or his designee. Car rentals should not be charged to the district credit card. Fuel purchases for a vehicle, other than those owned by the Whitley County Board of Education, is prohibited. Personal items or expenses for a spouse or other family member are also prohibited.

1. Use of district credit card is restricted to the individual to whom it is issued.
2. Individuals using a district credit card shall submit a detailed receipt in addition to the credit card receipt indicating the date, purpose and nature of each item charged to the district credit card.
3. Use of district credit card is to be in compliance with board policies 01.821, 03.125 and 03.225. Use of a district credit card implies knowledge of applicable policies.
4. Failure to follow the above information or the information contained in board policies 01.821, 03.125, and 3.225 shall make the individual responsible for expenses incurred.

*All individuals using district credit cards shall complete the following for all credit card purchases/use.*

Date of Purchase	Purchased From	Purpose of Purchase/Charge	P.O. Number	Amount	*Supt. Reviewed

**\* Superintendent's signature does not constitute approval, but indicates review of purchasing procedures only.**

Date Card Checked Out: \_\_\_\_\_ Program/School to be charged: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ Person using card: \_\_\_\_\_

Principal/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_