

DeForest Area School District
Administrative Regulation

TITLE: CREDIT CARD USE BY SCHOOL OFFICERS	NUMBER: AR 9.7(11) - RULE
<i>Executive Limitation: EL 9, Asset Protection (9.7 – Fund Management Practices)</i>	
Recorded as Administrative Regulation: <i>Established: 4/26/10 Revisions:</i>	
Origin as Board Of Education Policy: <i>Established: n/a Revisions:</i>	

CREDIT CARD USE AGREEMENT

AGREEMENT made this _____ day of _____, 20 _____, between the
SCHOOL BOARD OF DEFOREST AREA SCHOOL DISTRICT, Wisconsin and
_____, Director.

By this Agreement the Director has been entrusted with a credit card for use in the purchase of goods and services solely and exclusively for the authorized business purposes of the Board. The Director agrees to abide by the terms and conditions of the credit card use as described below.

The Board and the Director agree as follows:

1. The Board hereby issues the Director card No. _____.
2. The Director hereby agrees to immediately return the card upon request.
3. The Director shall not use the card for the purchase of any goods or services that are not authorized by the Board of Education.
4. The Director shall submit receipts and such other reasonable documentation of goods or services purchased.
5. The Director shall promptly review monthly transaction statements for accuracy and shall within ten (10) days of receipt of the statement notify the Business Manager of any errors, omissions or discrepancies in the statement and submit a copy of the statement along with attached receipts and an account distribution summary with amounts in reconciliation.

6. The Director shall immediately notify the bank in the event of a possible loss, theft, or unauthorized use of the credit card by notifying the Bank by phone at (XXX) XXX-XXXX. The Director shall also immediately notify the Business Manager of possible loss, theft, or unauthorized use of the card.
7. Attached is the Administrative Regulation AR 9.7(11) *Credit Card use by School Officers* setting forth the authority and express limits of authority for use of the card.
8. The Director shall immediately indemnify the Board of any improper or unauthorized expenditure and for any and all costs and expenses (including attorney's fees and expenses) incurred by the Board in recovering improper or unauthorized expenditures by the Director.
9. No gift cards may be purchased with the card.
10. Purchases should be made for budgeted items.
11. Use of this card shall be for business purposes, and not for personal, family or household purposes (non-business purposes). Any unauthorized or improper purchase may result in termination of card privileges and will require the Director to reimburse the Board by check or payroll withholding. By signing this agreement the Director is authorizing payroll deduction for said recovery.
12. Gross misconduct in the use of this card will result in disciplinary action up to and including termination of employment.
13. This Agreement may not be modified in any way without the approval of the Board.

By Authority of the School Board: Director

Name: (Printed)

Signature

Director of Business & Aux. Svcs.