

DeForest Area School District  
Administrative Regulation

<b>TITLE:</b> <b>CREDIT CARD USE BY SCHOOL OFFICERS</b>	<b>NUMBER: AR 9.7(11)</b>
<i>Executive Limitation: EL 9, Asset Protection (9.7 – Fund Management Practices)</i>	
<b>Recorded as Administrative Regulation:</b> <i>Established: 3/8/04                      Revisions:</i>	
<b>Origin as Board Of Education Policy: Fiscal Management 664</b> <i>Established: 10/25/94                      Revisions: 2002</i>	

The District may authorize the issuance of credit cards to the District Administrator and members of the administrative staff that may be named. The District will establish credit limits for each card issued and will authorize payments for the annual fees. Use of the cards will be reviewed annually.

The Director of Business & Auxiliary Services will establish procedures for assuring proper usage of card for District expenses only and the timely payment of charges.