

USE OF CREDIT CARDS

Fiscal Management

The Seabrook School District authorizes the use of credit cards for authorized minor purchases. The Seabrook School District credit card shall be used for official school business only. The credit card is not intended to replace the purchase order process currently in place.

The Business Administrator shall ensure that all purchases comply with acceptable purchasing policies and requirements of the Seabrook School District. Any purchases made on the district credit cards must have detailed receipts and those receipts must be sent immediately to accounts payable.

Adopted: **DATE:** February 13, 2012
Reviewed: Aug. 2013, June 2014, June 2015, Aug. 2016, June 12, 2017, **August 16, 2018**
Revised:
Cancellation: