

### **CREDIT CARD USAGE**

The Board shall maintain a Bank Card Account and gasoline credit cards with a credit limit as outlined in board procedure 4.15a. Usage shall be controlled by the Superintendent and limited to legal purchases of the District.

The high school principal shall be responsible for issuing the cards for student activity account usage. That usage shall be limited to student activity sponsors and/or coaches and/or bus drivers when travel from Findlay of over fifty (50) miles one-way is planned. Usage is limited to emergency situations, i.e. disabled vehicles, emergency lodging/meals, equipment replacement and other uses as approved by the principal.

For other than emergency purchases, a purchase order is required prior to authorization to use the Bank Card.

Adopted 11/21/83  
Reviewed 8/24/87  
Adopted 1/10/96  
Revised 3/14/05  
Reviewed 4/10/2012  
Revised 8/8/2016