Monroe 2-Orleans BOCES Policy
Series 4000 – Non-Instructional/Business Operations
Policy #4451 – CREDIT CARDS

Credit Cards

The BOCES may issue a credit card(s) in its name for the use of its officers and designated employees for authorized school business related expenses. Credit cards will be issued to employees or departments as deemed appropriate by the District Superintendent or designee.

It may be appropriate to use a BOCES credit card for pre-approved travel related expenditures, tuition charges for conferences, gasoline for a BOCES-owned or rental vehicle, technology purchases, emergency related expenditures, or in instances when a vendor does not accept a BOCES purchase order. Except for emergencies, authorized personnel must submit purchase orders for credit cards to cover the above prior to the actual incurring of expenses.

Credit card expenditures will be charged to the appropriate budget code(s) and original itemized receipts must be forwarded promptly to Accounts Payable for all charges. Expenses on each card shall be paid in such a manner as to avoid interest charges.

Credit cards issued by the BOCES are the sole property of the BOCES. At no time is a cardholder permitted to use a BOCES-issued credit card for transactions of a personal nature.

Credit cards, when not in use, shall be safeguarded. Theft or loss of a BOCES credit card must immediately be reported to the Purchasing Agent.

Upon retirement, resignation, or termination the credit card must be immediately returned to the Purchasing Department.

Users of BOCES credit cards may be personally responsible for any charges in which there is no documentation or for charges that are inconsistent with BOCES policies. In the event of excessive or improper use, the BOCES-owned credit card may be revoked and the user subject to disciplinary measures.

For purposes of this Policy, the term credit card shall refer to purchasing cards, corporate cards, and lines of credit. This Policy will be evaluated for effectiveness at least once per year by the Assistant Superintendent for Finance and Operations.

Exceptions to this policy must be approved by the District Superintendent.

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