

**GANA Credit Cards (See GAN)**

**GANA**

Non-administrative staff use of a district credit card, if authorized by the staff member's immediate supervisor, shall be confined to necessary school business and shall be subject to any guidelines for such use established by the board or district administration. Unless otherwise specified in guidelines established pursuant to this policy, staff members shall retain any receipt(s) for district credit card expenditure(s) and shall provide them as part of the monthly reconciliation which is to be reviewed and signed by both cardholder and staff member's immediate supervisor.

All rewards points or cash back payments earned using district credit cards are district property and shall be either applied to future district credit card purchases or remitted to the district treasurer for accounting and deposit.

The purchasing card policy and procedures handbook will be followed for all credit card purchases. Accountings of district credit card use shall be provided to the board for review on a monthly basis, and a record of district credit card usage shall be maintained.

Adopted: 7.13.15