

**NORTHEASTERN
EDUCATIONAL
INTERMEDIATE
UNIT 19**

SECTION: FINANCES

TITLE: CREDIT CARD USE

ADOPTED: June 19, 2012

REVISED:

<p>1. Authority SC 914-A</p> <p>2. Guidelines</p> <p>Pol. 317</p>	<p style="text-align: center;">625. CREDIT CARD USE</p> <p>The Board authorizes the use of Intermediate Unit-issued credit cards by designated employees to provide for the efficient purchase of goods and services, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards.</p> <p>The Board shall purchase adequate insurance coverage for credit card misuse.</p> <p>The following employees shall be authorized to retain a credit card in their possession:</p> <ol style="list-style-type: none"> 1. Executive Director. 2. Assistant Executive Director. 3. Fiscal Director. <p>All other Intermediate Unit employees must sign in/sign out a credit card from the business office for their use.</p> <p>An employee authorized to use a credit card shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by another individual.</p> <p>Credit card purchases may only be made for goods and services for the Intermediate Unit; personal purchases are prohibited. The Intermediate Unit retains the authority to revoke any credit card used for unauthorized or personal purposes.</p> <p>Violations of this policy by an employee shall result in disciplinary action, in accordance with Board policy.</p>
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SC 751, 807.1 Pol. 610, 611	Credit cards shall not be used to circumvent the required bidding process. Purchases over \$4,000.00 shall require the use of a purchase order in accordance with established Board policy and administrative regulations.
SC 751, 807.1	Credit cards shall not be used for purchases that could be anticipated at the beginning of the school year and would circumvent the required bidding process.
	References: School Code – 24 P.S. Sec. 751, 807.1, 914-A Board Policy – 317, 610, 611