

SUBJECT: USE OF THE BOCES CREDIT CARD

The St. Lawrence-Lewis BOCES may issue a credit card or credit cards in its name for the use of its officers and designated employees for authorized, reimbursable, school business related expenses. The maximum credit limit on each card shall be designated by the Purchasing Agent. When possible, it is preferred that authorized personnel submit purchase orders for those school business related expenses, such as tuition charges for attendance at conference, travel expenses, and lodging, where costs may be fairly and accurately estimated prior to actually incurring expenses.

Only those officers and BOCES personnel designated by the Board of Education shall be authorized for the use of a BOCES credit card and one for a BOCES gas card.

Expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges. The use of the BOCES credit card is limited to travel expenses for lodging and meals only. Purchases of materials and supplies are specifically disallowed by law. The BOCES gas card is to be used strictly for BOCES owned or leased vehicles on authorized travel.

Adopted: 9/14/06

Revised: 4/9/09