

**SUBJECT: BOCES CREDIT CARD USE**

The BOCES will issue a credit card in its name for the use of its officers and designated employees for authorized expenses. The maximum credit limit on each card shall be designated by the Purchasing Agent. Only those officers and personnel designated by the Board of Education shall be authorized for the use of the BOCES credit card.

This credit card use will only be for those purchases of goods and services that require a credit card and do not accept other payment methods. Any other reason for credit card uses must be approved by the Director of Financial Affairs prior to use. Procedures for using a BOCES credit card shall be developed by the Administration.

Expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges.

Any individual who makes an unauthorized purchase with the BOCES credit card shall be required to reimburse the BOCES for the purchase.

District Superintendent is approved to purchase meals for component district superintendents during meetings and conferences with the school credit card. All receipts will be turned into the Business Office for proper payment.