

SUBJECT: USE OF THE BOCES CREDIT CARD OR GAS CARD

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 use must be approved by the Director of Financial Affairs prior to use

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

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

Adopted: 9/14/06
Revised: 12/8/2011

PLATINUM PLUS CARDHOLDERS 12/8/2011

Nicole Ashley

Nancy Avery

Thomas Burns

Wendy Clark

Marcia Eggleston

Jennifer French

Gail Gotham

Craig Lalonde

Louise LaPlante

Chris Leahy

Martha Phillips

Stephen Todd

WRIGHT EXPRESS CARD 12-8-2011

Nicole Ashley

Thomas Burns

Jayne Carbone

Wendy Clark

Carrie Dickinson – Gouverneur Transition Services

Laurie Cappello – Adult Ed (2)

Debbie Fenton - NWT

Steve Fenton

Jennifer French

Don Haller

Craig Lalonde

Louise LaPlante – LRC (2)

Dave Liebfred

LRC – Tom Woodward

Kevin Perretta – Maintenance (2)

Gerry Swalnick

Gwen Thrasher – Reception Central Office (4)

Stephen Todd