

HARDY COUNTY FILE : DDL

HARDY COUNTY SCHOOLS
USE OF BOARD ISSUED CREDIT CARDS

Understanding that professional travel is an integral part of all the administrative positions, and being cognizant of the cost of the travel to the staff, the Board has authorized the issuance of credit cards to all Central Office administrative staff. This card is to be used explicitly for the purpose of approved professional leave.

All travel purchases with the credit card require that a receipt be presented at the end of each month with the approved travel voucher. If, by error, the card is used for personal expenses, payment must be made to the Board within 10 working days to correct the situation.

The Board issued credit card cannot be used for any other purpose unless directed and approved by the Superintendent. All receipts are due in the Accounts Payable Office within 5 days.

SOURCE : Board of Education Minutes

DATE : April 5, 2004

