

<p>Battenkill Valley Supervisory Union Arlington School Town District Sandgate School Town District</p> <p style="text-align: center;">Use of District Credit Card Code E11</p>

A.

The Board authorizes the maintenance of one (1) bank credit card, two (2) CITGO gasoline cards, and five (5) Home Depot Cards. The Superintendent is authorized to allow use of this credit card on an as-needed basis for school related purposes. A written record, including a vendor receipt and a description of the goods or service received of any expenses paid with the card shall be retained. The available credit line for any card issued under this policy shall not exceed \$2,500.

School credit cards may be used for the following purposes:

1. Emergency purchases for school-related items where there is insufficient time to follow regular procedures for purchase orders and vouchers.
2. Reservations related to traveling (i.e. lodging, airfare)

B.

Any credits earned, such a frequent flyer miles or other things of value received as a result of the District’s credit card, will be solely for the benefit of the school district.

Legal Reference 16VSA § 563 (1) Powers of School Boards

	Date Adopted	Replaces Policy
Battenkill Valley Supervisory Union		
Arlington Town School District		
Sandgate Town School District		