



4018.1 School Credit Card Policy

Effective Date: June 19, 2017

Approved by: Board of Directors

Policy:

The Executive Director may use the School credit card to purchase supplies, materials, equipment, food, and services to complete his/her job up to ten thousand dollars per month. If the Executive Director needs to exceed this amount in any given month, permission from the Board President is required.

The Executive Director may distribute the Brex card to principals and directors with controlled limits. Principals/Directors up to \$1000 per transaction, Assistant Principals/Directors up to \$500 per transaction, and Coordinators/managers up to \$250 per transaction. Brex cards should be used for items typically on an expense report such as conferences, hotels, flights, meals. If an employee needs his/her limit raised for a specific purchase, they will request an increase in the limit to complete the transaction. The Brex card should not be used to purchase items to avoid using the warrant system. All receipts must be uploaded to the Brex card per policy and approved at the monthly board meetings.

The Brex card may be used to receive discounts with certain vendors who have a relationship with Brex. (ex: UPS)

The Executive Director may use the Credit Card number to purchase services on-line for Special Education such as phone and fax costs.

All transactions entered into by the Staff on behalf of the Board shall be reviewed by the Board at their next regularly scheduled meeting.

The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

AmEx SPED cc
Brex Cards

Original Policy 01/30/2004
Revised Policy 12/08/2006
Revised Policy 06/19/2017
Revised Policy 10/14/2022