



# Policy 0802-51

## Credit Cards

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The board of trustees authorizes the use of:

- A district credit card by the superintendent and clerk of the board to pay for district/board expenses related to meals and travel;
- A State Department of Transportation gasoline credit card to pay for fuel and oil for approved activity travel outside the district.
- Purchasing cards by authorized District personnel. Purchasing cards will not replace the District's normal purchasing procedures but will be used in instances where it is advantageous to use the card or not cost effective to issue a purchase order.
- Schools are not authorized to have any credit card other than the district issued purchasing card.