

## CREDIT CARD PURCHASES

Credit cards may be issued for Superintendent and School Board travel and procurement purposes. Procurement purposes may include small purchases of supplies, services, materials and equipment that are directly related to the operation of the educational program for Bath County Public Schools.

Gasoline credit cards may be issued to employees and School Board for gasoline purchase while traveling in a school division owned automobile. Cards are to be returned at the same time vehicle is returned.

Receipts must be submitted for each purchase charged on credit cards. In the absence of a receipt, the employee may be liable for the purchase.

Credit/gasoline cards may not be used for personal purposes.

Adopted: December 3, 2002

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Cross Ref.: DJ, Small Purchasing