

**MILLINOCKET SCHOOL BOARD POLICY  
USE OF CREDIT CARDS**

The Millinocket School Committee permits the use of Millinocket School Department credit cards by Superintendent-authorized school officials to pay for actual and necessary expenses in the performance of work-related duties for the Millinocket School Department. All credit cards will be in the name of the Millinocket School Department.

A pre-determined dollar limit will be set by the Superintendent. This dollar amount will be reviewed annually.

Credit cards will be secured at the Millinocket School Department when not in use.

Any value-added incentives associated with any credit account will remain the property of the Millinocket School Department.

Approval from the Superintendent is required for all credit card purchases. The use of credit cards is not to circumvent policy or procedures relating to purchasing. Purchases that are unauthorized, illegal, a conflict of interest, of a personal nature, or in violation of policy will result in the revocation of credit card use and employee discipline.

Users must take proper care of these credit cards and take reasonable precautions against damage, loss or theft. Any damage, loss or theft must be reported immediately to Central Office, which will contact the financial institution that issued the card.

Users must submit detailed documentation, including itemized receipts for goods, services, travel and/or other actual and necessary expenses for which the card was used as soon as practicable, but no later than the next scheduled accounts payable invoice due date as determined by Central Office.

(Committee 3 – Yes; 0 – No)

First reading: 12-6-22 (Presented at 11-22-22 meeting; First reading and adoption on 12-6-22)

Adoption: 12-6-22