

SCHOOL DISTRICT NO. 92 (NISGA'A)

Regulation subject: DISTRICT CREDIT CARD

Dated Passed: 2003.05.13

Date Amended: May 21, 2019

Description:
DISTRICT CREDIT CARD

Regulation No. 509-R

All expenses incurred must demonstrate direct benefit to the School District and be supported by adequate explanation and documentation.

1. Credit cards may be used for District business of an emergent nature described as purchases, which may not otherwise be obtainable, by the normal District purchasing process.
2. All receipts are to be submitted to the accounting department:
 - a. upon return to the office for purchases or
 - b. when expense claims are submitted.
4. Purchase of Personal items on the credit card or cash advance on the card are prohibited.
5. Charges to the card will be the responsibility of the person whose name appears on the card.