

Staff use of a service center credit card, if authorized by the executive director, shall be confined to necessary service center business and shall be subject to any guidelines for such use established by the board or executive director. Unless otherwise specified in guidelines established pursuant to this policy, staff members shall retain any receipts(s) for service center credit card expenditure(s) and shall provide them to the accounts payable staff as soon as practicable following the expenditure.

The executive director shall designate the staff members to whom a service center credit card will be issued. The Board shall annually prescribe limits and restrictions on the use of service center credit cards and shall monitor monthly receipts and reimbursement expenses. Credit card expenditures require approval of the executive director.

All rewards points or cash back payments earned using service center credit cards are service center property and shall be either applied to future service center credit card purchases or remitted to the service center treasurer for accounting and deposit.

Accountings of service center credit card use shall be provided to the board for review on a monthly basis, and a record of service center credit card usage shall be maintained. Expenses for service center travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

Approved: SCKESC Board of Directors 09/2013, 10/2014, 2/2016