

<p>4. Delegation of Responsibility</p>	<p>notification of an amount owed, or in accordance with Pennsylvania law, the school district shall be authorized to deduct from wage amounts due purchases made by the employee. Misuse or inappropriate use of the credit cards shall lead to disciplinary action.</p> <p>5. Credit card users shall not “loan” or otherwise make available their credit card to non-district or unauthorized district personnel.</p> <p>6. Credit card users are responsible for all appropriate approval paperwork and providing detailed receipts for any charges made using the school district credit cards.</p> <p>7. The school district will continue to reimburse personal credit card bills for district-related business if incurred in accordance with the purchasing procedures.</p> <p>8. Credit card users are responsible for the safety and security of the credit card assigned to them. All credit cards must be returned to the school district for safe keeping immediately following the authorized use. Ordinary replacement of credit card will be paid by the school district. Credit card users shall be responsible for reimbursement of any costs for replacement of credit cards caused by the actions or the negligence of the credit card user.</p> <p>9. Credit card users are required to sign an acknowledgement and consent agreement regarding their possession of credit card. This form shall be kept on file at the Business Office.</p> <p>10. Any credits earned such as frequent flyer miles or other things of value received as a result of the use of the card will be solely for the benefit of the district.</p> <p>The district Superintendent and Business Manager will ensure that proper accounting measures are in place for the use of district credit cards.</p>
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