

POLICY: DKA-R
Approved: July 23, 2007
Revised: December 17, 2007
Revised: April 16, 2012

USE OF DISTRICT DEBIT CARD

All debit cards issued to and in the name of the School District of Hartford Jt. #1 shall be held and supervised by the District Administrator.

Employees requiring the use of School District debit cards shall request (in writing) such cards from the Director of Business Services.

Each request for use of a District debit card shall contain the following:

1. date needed
2. date to be returned
3. purpose
4. authorization

After use, District debit cards are to be returned to the Director of Business Services by the date specified in the authorization along with appropriate receipt copies of all purchases (including documentation of the goods and services purchased, the amount(s) of the purchase, date(s) of purchase and the District business to which each purchase relates).

All debit receipts or proof of purchase shall be reviewed and documented in the same manner as other expenditures.

The staff member to whom a debit card is issued shall be responsible for its use and shall not allow the card to be used by anyone else or for any unauthorized purchases. Any unauthorized use shall subject the cardholder to disciplinary action in accordance with law, District policy and/or the terms of a negotiated agreement.