

USE OF CREDIT CARDS**Fiscal Management**

The Winnacunnet Cooperative School District authorizes the principal to procure a credit card or credit cards in the School District's name. The use of the credit cards will be for authorized purchases, travel expenses, and online purchases requiring a credit card as means of payment. The Winnacunnet Cooperative School District credit card shall be used for official school business only. Use of the credit card for personal or private use is strictly prohibited. All charges must be verified with receipts. The Winnacunnet Cooperative School District credit card is not intended to replace the purchase order process currently in place.

The Winnacunnet High School principal shall be charged with the handling of all credit card purchases. The Business Administrator shall ensure that all purchases comply with acceptable purchasing policies and requirements of the Winnacunnet Cooperative School District. The School Board authorizes the Superintendent to develop administrative regulations to govern the use of the District credit cards, as needed.

Adopted: August 15, 2012
Reviewed: August 2013, July 2014, June 2015, July 12, 2016, **March 22, 2017**
Revised:
Cancellation:

DATE: