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| **Metropolitan Nashville Board of Education** | | | |
| Monitoring:  **Review: Annually, in September** | Descriptor Term:  **Credit Cards/Credit Lines** | Descriptor Code:  **2.8051** | Issued Date:  Click here to enter a date. |
| Rescinds:  **FM 2.112** | Issued:  **05/01/14** |

District credit cards shall be maintained by the director of schools or his/her designee through procedures developed and maintained in the district office for the purchase of appropriate goods and services for district or school related purposes only. The director of schools will establish procedures on how to obtain credit cards through MNPS and on appropriate credit card use. Credit cards will be kept in secure locations, and account numbers will remain confidential.

The director of schools or his/her designee shall review and approve card transactions. Purchases which are not approved by the director of schools or the chief financial officer will be reimbursed to the district within ten (10) days of notification.

Card users shall be held accountable for appropriate use of credit cards/credit lines. Unauthorized use of a credit card/credit line shall be grounds for disciplinary action, including termination of employment. Cash advances using district credit cards are prohibited.

Any school employee that purchases items with the credit card or any approved credit line must follow the procedures outlined below:

* Original receipts for each purchase must be turned into bookkeeper within three working days of purchase.
* If the credit card is used to pay for a conference or training, a copy of the registration form must be turned in.
* The bookkeeper or a separate employee must check off on purchases and the physical inventory that is purchased.
* All purchases must be district or school related purchases.
* If there is any incurred finance or late changes, the responsibility will belong to the person or program associated with said charges.
* Under no circumstances will the credit card/credit line be used to make personal purchases.