Metropolitan Nashville Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Credit/Purchase Cards**	**2.8051**	Click here to enter a date.
		Rescinds: **FM 2.112**	Issued: **05/01/14**

The director of schools shall issue district procedures to define and govern the issuance, maintenance, security, accountability, and allowable use of district credit/purchase cards (including "virtual" cards).

Credit/purchase cards issued by the school district shall only be used for school or district related purposes.

The director of schools shall issue procedures for the review and approval of all card transactions. These procedures shall also define the process for recovery of fraudulent or unauthorized card expenditures.