

USE OF CREDIT/DEBIT CARDS

Fiscal Management

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

The Board authorizes the Head of School to develop administrative regulations to govern the use of the credit/debit card, as needed.

DATE:
Adopted:
Reviewed:
Revised:
Cancellation: