

DISTRICT CREDIT CARD USE

Use of the MSAD No. 9 credit card is a restricted privilege and subject to a number of understandings. Failure on the part of anyone to abide by these understandings will be sufficient cause to cease allowing the use of the card.

A. Only business-necessitated expenses may be charged to the card. Personal expenses should not be charged; they should be paid for by the person directly. Some examples are alcoholic beverages, personal telephone calls to home or elsewhere, laundry and dry cleaning, or personal purchases of any type. This is a sample list and is not intended to be an exhaustive definition.

B. Moderation in choice of expenses is expected. For example, when choosing an eating establishment or making selections from a menu, a good rule of thumb is, "Would I be willing to pay this amount from my own pocket?" If the answer is negative, then MSAD No. 9 should not be expected to pay that much either.

C. The credit card may not be used without prior signed authorization from either the Superintendent or the Assistant Superintendent.

D. Expenses incurred in the line of business are tax exempt. When you use the credit card, tell the vendor that you are tax exempt and show them the District name on the card. Some vendors put the tax into the total and put it on the sale line as a single total. Check to be sure that sales tax is not put on the card in any way. This is especially difficult in gasoline purchases and in some restaurants.

E. Tips should not be charged on the credit card in excess of fifteen percent (15%). Amounts greater than fifteen percent should come from the card user's pocket.

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