

DISTRICT CREDIT CARD USE

Use of the RSU 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. Authorized users are given a per diem amount established by the District office based on inflationary year-to-year adjustments before travel.
- C. The credit card may not be used without prior signed authorization from either the Superintendent or their designee. Material expenses incurred in the line of business (books, furniture, equipment) are tax exempt. When using the credit card, explain to the vendor that the district is tax exempt and show them the District name on the card.
- D. Tips are not to be charged on the credit card in excess of 15%. Amounts greater than fifteen percent should come from the card user's pocket.

Adopted: January 7, 1988

Reviewed: November 30, 1994, January 22, 2002, March 31, 2009

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