

Board of Education Policy 8.3000

Administrative Procedure

USE OF EMPLOYEE CREDIT CARD

Any employee of the Catawba County Board of Education who is issued a Credit Card pursuant to the Catawba County Board of Education Resolution dated January 24, 2006 and captioned "Resolution to Enter Into Commercial Credit Card Plan," shall only be allowed to use such Credit Card for the purpose of arranging for, securing and purchasing airfare, hotel rooms and rental cars necessary in fulfilling their responsibilities and duties as an employee of Catawba County Board of Education. Furthermore, each such purchase must be approved by the Superintendent.

Any employee of Catawba County Board of Education who is issued a Credit Card pursuant to the Catawba County Board of Education Resolution dated January 24, 2006 and captioned "Resolution to Enter Into Commercial Credit Card Plan," shall sign the following Acknowledgment and Agreement:

"Employee Credit Card Acknowledgment and Use Agreement"

I, _____, hereby acknowledge that Catawba County Board of Education has authorized me to use its BB&T Credit Card for the purpose of arranging for, securing and purchasing airfare, hotel rooms and rental cars necessary in fulfilling my responsibilities and duties as an employee of Catawba County Board of Education.

I hereby acknowledgment receipt of this Credit Card bearing account number _____.

I hereby agree that I will use this Credit Card expressly for the purposes set forth herein and that I will obtain the approval of the Superintendent of Catawba County Schools for any such purchases. I further agree to submit receipts to _____ for these purchases within _____ days from the date on which they are charged.

I hereby agree to hold Catawba County Board of Education harmless from the full amount of any purchase on this Credit Card which is made in violation of this agreement, and further, to immediately pay and reimburse Catawba County Board of Education for the full amount of such purchase, including any interest and penalties which may accrue on the same.

This the _____ day of _____, 20_____.

_____(SEAL)
Employee Signature

Approved: February 27, 2006

Dr. Timothy Markley, Superintendent