

CREDIT CARD ASSIGNMENT AND EXIT PROCEDURE

Description of Procedure

Procedure provides guidelines for the assignment and use of business, telephone and gas credit cards.

Business Credit Cards

1. Business credit cards will be assigned after approval by the Business Manager, Superintendent of Schools, and HCS Board of Education. The use of said credit cards is for hotels, meals, etc. Credit cards should not be used for purchasing supplies and equipment which require a purchase order.
2. Upon information of employee separation from Hancock Central School District, the Business Manager will collect the business credit card. The Superintendent's Secretary will call the bank and cancel the credit card.

Telephone Credit Card

1. Telephone credit cards will be assigned after the approval of the Business Manager, (will confirm with the Superintendent of Schools, if appropriate). Telephone credit cards are for business calls only.
2. A list of staff assigned telephone credit cards will be provided to the personnel office by the Business Manager's secretary.
3. Personnel will notify the Business Manager upon notice of employee separation from the Hancock Central School District.
4. The Superintendent's Secretary will contact the employee to obtain the telephone credit card. The Hancock Central School District will cancel the telephone credit card with the appropriate provider.

Gas Credit Cards

1. Gas credit cards will be assigned to staff or departments after the approval of the Business Manager (will confirm with the Superintendent, if appropriate). Gas credit card use is limited to use in Hancock Central School District vehicles while on Hancock Central School District business.
2. A list of staff assigned gas credit cards will be provided to the District Office by the Superintendent's Secretary.

3. Personnel will notify the Business Manager upon notice of employee separation from the Hancock Central School District.
4. The Superintendent's Secretary will contact the employee to obtain the gas credit card.
5. The Hancock Central School District will maintain the gas credit card for reassignment, or cancel if not returned or lost.