

**TEMECULA VALLEY CHARTER SCHOOL
Board Policy**

Section 3000 Business and Non-Instructional Operations

3003 Credit Card Accounts and Usage

Board Action: APPROVED

Effective Date: 10-5-15

The Executive Director/Principal is authorized to augment purchasing procedures by opening and maintaining credit card accounts for use by select administration and staff members.

The Executive Director/Principal will maintain appropriate fiscal controls for all accounts to ensure that public monies are not disbursed in amounts in excess of the budgeted appropriations. All purchases shall conform to the purchasing policies currently established by the Board.