

[] Required
[**X**] **Local**
[] Notice

USE OF CREDIT CARDS

The BOCES Board permits the use of credit cards in the BOCES' name by certain BOCES officials to pay for actual and necessary expenses incurred in the performance of work-related duties for the BOCES. A list those individuals that will be issued a BOCES credit card will be maintained in the Business Office and reported to the Board each year at its reorganizational meeting in July. All credit cards will be in the name of the BOCES.

Cross-ref: 6770, Personal Property Procurement and Accountability
6830, Expense Reimbursement

Ref: Education Law §§1724(1); 2524(1) (itemized, audited, and approved vouchers required)
Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)
Opns. St. Compt. No. 79-494
Opns. St. Compt. No. 78-897 (gas credit cards)

Adoption date: February 16, 2012