

Royal Oak Schools Bylaws & Policies

6550 - BUSINESS AND TRAVEL EXPENSES

The Board of Education recognizes that there are reasonable expenses incurred by the employees and Board members on behalf of the District when carrying out the business of the District.

In addition, the Board recognizes the need for accountability and controls regarding these expenditures. In keeping with its responsibility, the Board directs the administration to only reimburse appropriate and legally permitted expenditures that are properly documented as specified in the Business and Travel Expense Procedure.

The Board shall not provide, allow, issue or obtain credit cards or debit cards for School Board member or individual District employee that pledges payment of funds from any School District account.

All purchasing/procurement cards shall be issued in the District's name or on behalf of the District for specific employees. Appropriate internal control procedures must be in place to ensure proper documentation of all transactions. (See Policy [6423](#).)

Adopted 7/10/14