

**MANCHESTER CITY SCHOOLS**  
**Policy Manual**

**Descriptor Code:** 2.8051 Credit Cards  
**Issued Date:** 02/12/07  
**Rescinds:**  
**Rescind Date:**  
**Review Month:** September/October

Any school system credit card is to be used for school system purchases and/or school system related expenses only. No school system credit card may be used for personal use.

The director of schools will be responsible for the authorization of the use of a credit card within the school system. It is further understood that misuse of a school system credit card will be grounds for dismissal.

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**Legal References:**

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**Cross References**