

# Board Policy

## Issuance and Use of ESBOCES Credit Cards

The Board authorizes the use of Eastern Suffolk BOCES credit cards by certain ESBOCES employees to pay for actual and necessary expenses incurred in the performance of work-related duties and to purchase goods for ESBOCES. All such credit cards shall be in the name of ESBOCES.

A list of those employees issued or permitted to use an ESBOCES credit card shall be maintained in the Office of the District Superintendent and reported to the Board each year at the Annual Organizational Meeting.

The credit cards shall be secured in compliance with Board Policies 4310 and 4311, and the relationship between ESBOCES and the credit card company shall be such that ESBOCES preserves its rights under law to dispute claims or charges. In addition, the District Superintendent, Chief Operating Officer, or designee will ensure that any claim is paid only after such claim has been audited and allowed.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the District Superintendent, Chief Operating Officer, or designee in writing and to the institution issuing the credit card. Failure to take proper care of the credit card and/or failure to report damage, loss, or theft of the credit card as required by this policy may subject the employee to financial liability.

ESBOCES credit cards may only be used for legitimate ESBOCES business expenditures. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in credit card revocation and further action by the Board or appropriate law enforcement authorities and may include discipline of the employee in accordance with law and applicable collective bargaining agreements, if any.

Users must submit detailed documentation, including itemized receipts, for authorized expenses incurred in connection with ESBOCES-related business for which an ESBOCES credit card has been used.

The District Superintendent, Chief Operating Officer, or designee shall periodically monitor the use of each credit card and report any problems and/or discrepancies to the Board.

Each cardholder shall be apprised of the procedures governing the use of the credit card, and a copy of this policy and accompanying regulation(s) shall be given to each cardholder.

### References:

- [NYS Education Law, Section 1724\(1\)](#)
- Opinion of the New York State Comptroller No. 79-202 [Use of Multi-Purpose Credit Cards by Municipal Employees]
- Opinion of the New York State Comptroller No. 79-494 [Unpublished]

- Opinion of the New York State Comptroller No. 78-897 [Gas Credit Cards]
- [Board Policy 4310 – Purchasing](#)
- [Board Policy 4311 – Procurement of Goods and Services](#)
- [Administrative Regulation 4315R.1 – Issuance and Use of ESBOCES Credit Cards](#)

First Adopted: 7/14/05  
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