

DICKSON COUNTY BOARD OF EDUCATION

Monitoring: Review: Annually, in April	Descriptor Term: Use of Credit Cards	Descriptor Code: 2.812 Rescinds:	Issued Date: June 2017 Issued:
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- 2 Dickson County Schools Credit/Purchasing cards are to be used for school/system purchases
- 3 only. No card shall be used for personal use.
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- 5 Employees must use care when carrying purchasing cards and safeguard against fraudulent use
- 6 of Dickson County School accounts.
- 7
- 8 Credit/Purchasing cards shall be assigned to the employee/user in a manner determined by the
- 9 Business Manager. Cards shall be returned to the Business Office within four (4) days.