

Norfolk School District Employees:

When using a credit card issued to Norfolk School District, we must observe certain guidelines to satisfy our Auditors.

1. When paying for group meals, (that have been already approved by the Superintendent), we cannot include tips or room service charges on our credit card. Do NOT pay for personal meals while on a trip with the school credit card, those should be reimbursed on travel form.
2. Make sure you get a **detailed receipt** for ALL purchases paid for with the credit card.
3. Please turn in the credit card, your receipts AND your TR-1 forms **to the Admin office as soon as you return.**
4. We cannot pay for alcohol with the credit card.
5. Please do not pay for movies with the credit card.
6. **Failure to get prior approval before any purchase could result in you being responsible for any charges.**
7. If the credit card is lost please contact Kathy Martin immediately.

If you have any questions, please contact the Admin office.

Thanks,