

SUBJECT: USE OF BOCES CREDIT CARDS**GASOLINE CREDIT CARDS**

BOCES staff members who are employed as couriers or messengers, or who are routinely assigned BOCES owned vehicles for their business use each work day may be issued one (1) gasoline credit card upon the approval of the District Superintendent.

Gasoline credit cards will be available at the Myers Education Center, Southern Adirondack Education Center, Burgoyne Avenue and BOCES Conference Center for use by BOCES staff members who receive permission to drive a BOCES owned vehicle for an approved activity.

BOCES gasoline credit cards are for the purchase of gasoline or other supplies and services for BOCES owned vehicles only. The District Superintendent will develop administrative regulations to implement this policy.

ADMINISTRATIVE CREDIT CARD

The District Superintendent and Deputy District Superintendent are authorized to use a BOCES bank credit card with a maximum credit line of \$5,000 each.

LIMITED USE CREDIT CARDS

The Director of Personnel Development and Improvement will be issued one limited use credit card with a maximum credit line of \$10,000. This limited use credit card will be used at the Burgoyne Avenue Offices for the sole purpose of electronic payment to the New York State Education Department for fingerprinting BOCES and school district employees, in accordance with Part 87 of the Regulations of the Commissioner of Education and the Safe Schools Against Violence in Education (SAVE) Legislation (Chapter 180 of the Laws of 2000 and all subsequent updates.)

Adopted: February 13, 2002
Revised: May 14, 2008
Revised: October 10, 2018