



ADLC Procedures Manual AP 20-6

ADLC Credit-Purchase Card Use

1. Personal credit cards can be used to pay for one's *own* travel expenses only. ADLC staff cannot use their own personal credit cards to pay, and then claim, for other ADLC staff members when attending meetings, conventions, etc.
2. Staff having an ADLC credit/purchase card can use these cards to pay for their own travel expenses as well as other ADLC staff members attending the same function. If costs are to be charged to departments other than the cardholders own, the breakdown must be written on the receipt. The finance staff will obtain the relevant signatures required from other departments.
3. Credit/purchase cards are issued only to Senior Admin Members and Business Managers whose responsibilities include ordering supplies, resources, etc. and those few members of ADLC staff with very high travel demands as part of their duties, such as a Learning Network Liaison Teachers. Other ADLC staff travelling on ADLC business must pay for their own travel expenses and submit expense claims to their supervisors.
4. ADLC will *not* issue travel advances. Extraordinary circumstances can be appealed to the ADLC Assistant Superintendent.