The school credit card is utilized at the discretion Of the Board President and the school for purchases from vendors for routine type services for which a check disbursement is not practical or acceptable to vendors to timely receive applicable services (i.e. Internet access, travel, business meetings, etc.) not intended for purchases that can otherwise be paid for using school operations checks. Instead it is intended for vendors that do not accept corporate checks, purchases during travel or emergency purchases. Credit card request forms must be submitted to and approved by the Chief Financial Officer. After the transaction is approved by the Chief Financial Officer, the credit card can be used for that specific transaction. The individual must return the credit card with the supporting documents to the finance office.