BIBB COUNTY SCHOOL DISTRICT

Dr. Dan A. Sims, Superintendent

INFORMATION MEMORANDUM

To: Board of Public Education for Bibb County ("Board")
Dr. Dan A. Sims, Superintendent

From: Eric Bush, Chief Financial Officer
Sherry H. Culves, Parker Poe Adams & Bernstein LLP

Subject: Policy DJEAC: Purchasing or Credit Card Use **(First Reading)**

Summary

The District is presenting Policy DJEAC: Purchasing or Credit Card Use for First Reading.

Background

The revisions to Policy DJEAC and Regulation DJEAC-R(1) are proposed to ensure proper controls, accountability, and transparency regarding purchase card and credit card use by District employees.

Policy DJEAC

Minor revisions have been made to this policy to include references to application to District-issued credit card use.

Regulation DJEAC-R(1)

Proposed revisions to DJEAC-R(1) were made to establish protocols for use of a District credit card by the Superintendent.

Next Steps

Policy: The District will post Policy DJEAC: Purchasing or Credit Card Use for First Reading on Simbli to receive input from Board members and stakeholders for 30 days. The policy will be brought to the next Board meeting for second reading and final Board adoption and approval.

Regulation: The Board is requested to provide District administration with feedback regarding revisions to Regulation DJEAC-R(1). The administration will then make any

additional changes based on feedback from the Board. The regulation will be adopted by the administration and posted on Simbli.

Superintendent's Comments and Approval

Superintendent's Signature	Approved / Not Approved
Dr. Dan A. Sims	Approved