

Credit Card Procedures Agreement

1. A district credit card will be issued only with approval of the Board.
2. Credit cards will only be used for business purposes. Personal purchases of any type are not allowed.
3. The following purchases are not allowed:
 - a. Alcoholic beverages/tobacco products;
 - b. Capital equipment and upgrades over \$500, unless otherwise pre-approved;
 - c. Construction, renovation, installation;
 - d. Controlled substances;
 - e. Items or services on term contracts;
 - f. Maintenance agreements;
 - g. Personal items or loans;
 - h. Telephones, related equipment or services;
 - i. Any other items deemed inconsistent with the direction of the Board;
 - j. Cash advances.
4. Card users will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.