

# Condon School District 25J

Code: **DJFA**  
Adopted: 3/14/00  
Readopted: 10/12/05; 11/12/08

## Use of Credit Cards

At the discretion of the superintendent, employees and Board members may, in the process of doing district business, use district fuel credit cards.

Only authorized expenditures associated with district expenses may be purchased with the card.

1. Users of credit cards will save and submit receipts for verification and audit purposes.
2. If for any reason disallowed charges are not repaid, the district will have a prior lien against, and a right to withhold any or all funds payable. Or to become payable to the employee up to the amount of the disallowed charges and interest at the same rate as charged the district.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

[ORS 652.610\(3\)](#)

Or. Gov't Standards and Practices Comm'n, Advisory Opinion 01A-1007 (Aug. 29, 2001).

### Cross Reference(s):

DJ - District Purchasing