

Dayville School District 16J

Code: **DJFA**
Adopted: 12/11/01
Readopted: 9/13/11
Orig. Code(s): DJFA

Credit Cards

The Board authorizes the superintendent to approve requests for credit cards with the provision that all credit cards will be requested and issued in the name of the district.

1. Credit cards may be issued at the discretion of the superintendent and business manager.
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.
3. The statement must be paid in full each month to eliminate any interest charges.
4. Users of cards will save and submit receipts for verification and audit purposes.

END OF POLICY

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).