

Douglas Education Service District

Code: **DJFA**
Adopted: 2/17/11
Readopted: 10/16/14
Orig. Code(s): 10425

Use of Credit Cards

The Douglas Education Service District (DESD) Board authorizes the superintendent to approve requests to use credit cards issued in the name of Douglas Education Service District under the following conditions:

1. Each ESD credit card account will have a maximum expenditure limit of \$7,500.
2. The following credit card uses are specifically prohibited.

The purchase of:

- a. Alcoholic beverages;
 - b. Personal purchases; and
 - c. Obtaining cash.
3. Within 10 days of return from travel, users of cards shall submit receipts for verification. On the back of each receipt, they shall note their name and the circumstances to the expenditure and appropriate accounting codes.
 4. The DESD reserves the right to determine what expenditures are authorized and appropriate, with due reference to existing policies regarding travel and reimbursement, and to disallow expenditures which do not meet these guidelines and which the credit card user incurred in the use of the credit card. Users are expected to repay disallowed expenditures within 10 business days of notice of such disallowance.
 5. If for any reason disallowed charges are not repaid within 10 business days, the DESD shall have a lien against and a right to withhold any or all of the funds payable or to become payable to the employee or Board member up to the amount of the disallowed charges and any interest thereon charged the district.
 6. The statement shall be paid in full each month to eliminate any interest charges.
 7. Users of cards are responsible for insuring that any grant restrictions are met.
 8. All credit cards (except the superintendent's) will be under the supervision of the superintendent or his/her designee. The superintendent's credit card will be under the supervision of the chief financial officer.
 9. The administration will establish procedures to ensure that credit card uses are appropriate and clearly documented.

10. Use of credit cards can be withdrawn for misuse or any other reason that is in the best interest of the ESD, at the discretion of the superintendent. (In the case of credit card misuse by ESD Board members, the Board chair will have this discretion.)

END OF POLICY

Legal Reference(s):

[ORS 334.125\(7\)](#)

Cross Reference(s):

DJ - ESD Purchasing