

Eugene School District 4J

Code: **DJFA**
Adopted: 5/21/14

Credit Cards

The Board authorizes the issuance of credit cards to officers and designated staff for district purchases, acquisitions and authorized travel. The superintendent or designee shall determine the credit card dollar authorization limits and control of the use of credit card funds. In any case, credit card purchases may not exceed purchase limits prescribed under all applicable public procurement laws, board policy, and district procedures. Annually, the superintendent shall provide a report to the Board listing the staff position issued a charge card and the authorized limit of each card.

Approved cardholders will be held responsible for maintaining sole possession and security of issued cards at all times. In accordance with a timeline established by the superintendent in procedures, the officer or staff member using a credit card will submit a fully itemized expense voucher including receipts or invoices supporting purchases. Any charges not properly identified on the expense voucher, lacking proper receipts or not properly authorized will be paid by the official or staff member. Any official or staff member who has been issued a credit card will not use the card if disallowed charges are outstanding. Credit cards shall have a maximum limit of \$1,000.

Credit cards issued to employees may only be used to purchase items authorized by the adopted district budget. Staff or officials cannot accept incentive rewards for personal use offered by vendors, such as airlines, for travel arrangements or other purchases made in the course of their employment.

The business office shall pay in full the credit card balance no later than the due date so that finance charges will not be incurred.

The superintendent will develop administrative regulations and procedures to implement this policy.

Violation of the provisions of this policy may result in the revocation of the credit card and/or discipline up to and including dismissal.

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).

Cross Reference(s):

DJ - District Purchasing