

Credit Cards/Procurement Cards

The Board authorizes the superintendent or business manager to hold a bank credit card/procurement card in the name of the district and to issue such cards to designated employees. Approved card holders will be held responsible for maintaining sole possession and security of issued cards at all times. Credit cards/procurement cards shall have a maximum limit established and authorized by the superintendent or business manager.

Credit cards/procurement cards issued to employees may only be used to purchase items authorized by the adopted district budget.

Purchase slips and receipts must be turned in to the business office within 10 days of the transaction. The business office shall pay in full the credit card balance(s) no later than the due date so that finance charges will not be incurred.

District-issued credit cards/procurement cards shall be subject to the following:

1. Personal items shall not be charged on district-issued credit cards. If a personal item is inadvertently purchased on a district-issued credit card in violation of this policy, repayment by the employee must be made immediately. Failure to make the required payment may result in discipline and an automatic deduction from the individual's next payroll disbursement. Accordingly, the district will require individuals issued credit cards/procurement cards to sign a written authorization for payroll deduction in the event of such personal use;
2. The purchase of alcoholic beverages, any item over designated card limit is strictly prohibited. The purchase of gasoline for a privately-owned vehicle is also prohibited without prior authorization;
3. Leaving a gratuity that exceeds 15 percent is prohibited;
4. Airline tickets may be purchased with a district-issued credit card/procurement cards only with prior superintendent or designee approval. If the issued credit card/procurement cards provides for purchase incentives (i.e., points, discounts or airline mileage credits), such incentives shall only be redeemed for authorized district business.

Violation of the provisions of this policy may result in the revocation of the credit card/procurement cards 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).