

**Harney County
School District 3**

Code: **DJFA**
Adopted: 2/12/91
Readopted: 5/14/13
Orig. Code(s): DJFA

Credit Cards

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

Only authorized expenditures associated with district expenses may be purchased with the card. Credit cards will be issued for a single event (i.e., trip, conference, etc.) and must be surrendered at the conclusion of the event. When the credit card is returned, it must be accompanied by a complete set of receipts for each time the card was used.

District employees or board members using the card must review and agree to the terms and conditions by signing the district cardholder agreement prior to using the card.

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