

# Harney Education Service District

Code: **DJFA**  
Adopted: 12/08/04  
Readopted: 12/12/12  
Orig. Code(s): DJAB

## Use of Credit Cards

The ESD Board recognizes their responsibility to establish policy and procedure for the use of ESD credit cards to be used for ESD-approved expenditures. The following criteria is to be followed in the use of any credit cards issued in the name of Harney Education Service District:

1. ESD credit cards are to be issued to the superintendent and designated administrators (department heads) only;
2. ESD credit cards are furnished for the primary purpose of travel, meals, lodging and registration requirements for ESD related trainings, conferences and meetings which have had the prior approval of the Superintendent and/or the Board;
3. ESD credit cards used for the purchase of supplies must have an approved purchase order;
4. ESD credit cards are never to be used for cash advances;
5. Detailed receipts are to be submitted to the ESD business office for any and all charges;
6. Monthly credit card statements must be reviewed and initialed by a supervisor or responsible second party;
7. Credit card limits will be established by the Board;
8. In the event an employee fails to submit complete receipts, the employee will be required to reimburse the ESD;
9. It is prohibited for an employee to make personal expenditures with ESD credit cards;
10. Failure to comply with Board policy DJFA - Use of Credit Cards, will require that the account be terminated and the cardholder will be subject to disciplinary action.

Employees will be required to sign the following statement:

I certify that I have read the Harney ESD Board policy DJFA - Use of Credit Cards, and will comply with all stipulations. I understand that if I fail to follow policy and procedure, the charges will be deducted from my paycheck and I may be subject to disciplinary action and/or immediate termination.

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Signature

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Date

END OF POLICY

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**Legal Reference(s):**

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