

Helix School District 1R

Code: **DJFA**
Adopted: 1/8/97
Orig. Code(s): None

Credit Cards

Credits shall be obtained only by the approval of the Board. At the discretion of the superintendent/principal, employees and Board members may, in the process of doing District business, use District credit cards.

Only authorized expenditures associated with District expenses may be purchased with the card. The purchase of airline tickets or securing cash are not authorized expenditures for use of District credit cards.

Credit cards will be issued for a single event (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 and a purchase order when necessary.

The deputy clerk will prepare a monthly statement of all credit card activity showing date, items purchased, company and school employee using card for the superintendent/principal and the Board. These shall be kept on file for use during the annual audit.

Carrier of the card shall be responsible for any expenses incurred if the card is lost or stolen while in his/her possession.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 652.610 \(3\)](#)

Oregon Government Standards and Practices Commission, Advisory Opinion 01A-1007 (August 29, 2001).