

**Klamath County
School District**

Code: **DJFA**
Adopted: 11/19/98
Readopted: 4/17/12
Orig. Code(s): DJFA

Use of Credit Cards

At the discretion of the superintendent, employees and Board members may, in the process of doing district business, use district credit cards. All cards shall be applied for, received by and issued by the superintendent or his/her designee.

Only authorized expenditures associated with district expenses may be purchased with the card. Securing cash is not an authorized expenditure for use of district credit cards. The superintendent will develop administrative regulations to assure the proper use of credit cards.

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).