

## **Use of Credit Cards**

The adoption of this regulation shall constitute a delegation of authority to the persons described therein to enter into contracts on behalf of the Board for district purchasing using district-issued credit cards. The Board authorizes the superintendent or his/her designee to assign district credit cards to district employees solely for the purpose of conducting official, authorized district business.

District credit cards shall be secured in a locked cabinet when not in use. They may be assigned by the district business manager or his/her designee only to other district employees on a temporary basis only and only for a specific use.

All credit card users shall sign a Credit Card Issue Form when receiving and returning cards. Cards should be returned within three working days after the card is no longer needed for the specific use for which it was issued. Employees must repeat the process each time a card is needed.

Original receipts documenting all purchases and use of the credit card are to be turned in to the business office within three days of use or within three days after returning from district travel. Receipts are to include proper approvals and itemization. Purchases of supplies made with a credit card require a purchase order. Failure to follow these procedures may result in the loss of privilege to use district credit cards and further, may result in the purchase being denied. Any denied purchases must be reimbursed by the individual using the credit card.

In certain cases, fuel cards may be assigned by the transportation supervisor for longer periods to drivers who do not have frequent access to district fuel pumps. Fuel credit cards shall be used only for district-owned vehicles.

District credit cards shall be used only for official, authorized district business. Any person using a district credit card without the authority of the superintendent or his/her designee shall be personally liable, unless the purchase is later approved (ORS 332.075).