

La Grande School District 1

Code: DJFA
Adopted: 3/12/03
Revised/Readopted: 3/14/07; 4/30/08; 5/10/17;
3/14/18; 10/10/18
Orig. Code: DJFA

Credit Cards

The Board authorizes the superintendent to hold a bank credit card in the name of the district and to issue such cards to designated employees. Approved card holders will be held responsible for maintaining sole possession and security of issued cards at all times. Credit cards shall have a maximum limit not to exceed \$10,000, with the exception of the business office which may have a credit card in amount of \$30,000 to make district wide purchases. Temporary card limits may exceed \$10,000 with purchase order in place.

Credit cards issued to employees may only be used to purchase authorized items.

Requisitions must be created and purchase documentation and/or receipts must be turned in to the business office within 7 days of the transaction. The business office shall pay in full the credit card balance no later than the due date so that finance charges will not be incurred.

District-issued credit cards shall be subject to the following:

1. Personal items shall not be charged on district-issued credit cards. If a personal item is inadvertently purchased on a district-issued credit card, repayment by the employee must be made immediately. Failure to make the required payment may result in an automatic deduction from the individual's next payroll disbursement. Accordingly, the district will require individuals issued credit cards to sign a written authorization for payroll deduction in the event of such personal use;
2. The purchase of alcoholic beverages is strictly prohibited. The purchase of gasoline for a privately-owned vehicle is also prohibited;
3. Leaving a gratuity that exceeds 15 percent is prohibited;
4. Airline tickets must be purchased through the business office using a district-issued credit card only with prior approved purchase order in place, unless otherwise approved by the Superintendent.
5. If the district issued credit card provides for purchase incentives (i.e., points, rebates, discounts or airline mileage credits), such incentives shall only be redeemed for authorized district business.

Violation of the provisions of this policy may result in the revocation of the credit card privileges and/or discipline up to and including dismissal.

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):

