

**Lake Oswego  
School District 7J**

Code: **DJ-AR**  
Revised/Reviewed: 4/24/06; 6/08/09  
Orig. Code(s): 8310R

**Expenditure of District Funds for Meals, Refreshments and Gifts**

Credit cards will be issued on an annual basis only to the following personnel: superintendent, directors of educational programs, director of finance and each high school principal for ASB activities.

Control of credit card expenditures shall be the responsibility of the director of finance.

Credit cards shall be used only for authorized district expenditures and shall not be used for personal expenses, even with the intended purpose of reimbursing the district.

Employees using the card shall submit a monthly reconciliation with a covering purchase order to the director of finance or the ASB bookkeeper for high school credit cards.

The monthly statement for the charge account shall be reviewed and reconciled with the customer copies submitted. Unmatched or unauthorized expenditures shall be the obligation of the employee who made the charge.

Total outstanding accounts shall not exceed \$5,000 except the high school credit cards shall not exceed \$3,500.