

**Lake Oswego
School District 7J**

Code: **DJ-AR**
Revised/Reviewed: 4/24/06; 6/08/09; 2/09/15;
4/17/17
Orig. Code(s): 8310R

District Purchasing Using Credit Cards

Credit cards will be issued only to the following personnel: superintendent, assistant superintendent, executive directors, directors, and each school principal and assistant principal.

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 agree to follow the conditions of this regulation and any additional directives governing credit card usage issued by the director of finance. Users shall submit a monthly reconciliation along with appropriate receipts with their monthly credit card statement in a manner prescribed by the director of finance to the director of finance.

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

Total outstanding balances on any credit card account shall not exceed \$7,500.