

Malheur Education Service District

Code: **DJFA**
Adopted: 8/16/05
Readopted: 7/15/14
Orig. Code(s): DJFA

Use of Credit Cards

The Board authorizes the superintendent to approve requests for credit cards with the provision that all credit cards will be requested and issued in the name of the ESD. Approved card holders will be responsible for maintaining sole possession and security of issued cards at all times.

1. Gasoline credit cards will be issued for the sole purpose of covering expenses incidental to authorized travel. ESD-issued gas credit cards are for use with ESD-owned vehicles only.
2. Bank and merchant credit cards will be issued for the purchase of supplies, meals and transportation as well as miscellaneous authorized expenses.
3. If, for any reason, disallowed charges are not repaid, the ESD will have a prior lien against, and a right to, withhold any or all funds payable, or to become payable to the employee up to the amount of the disallowed charges and interest at the same rate as charged the ESD.
4. The statement must be paid in full each month to avoid any interest charges.
5. Users of cards will save and submit receipts for verification and audit purposes.
6. Users of cards are responsible for designating account codes and ensuring that budget requirements are met.

END OF POLICY

Legal Reference(s):

[ORS 334.125\(7\)](#)

Cross Reference(s):

DJ - ESD Purchasing