

**Milton-Freewater
School District 7**

Code: **DJFA**
Adopted: 11/23/93
Revised/Readopted: 12/12/16

Use of Credit (Procurement) Cards

At the discretion of the superintendent, employees and Board members may, in the process of doing district business, use a district credit card.

Only authorized expenditures associated with district expenses may be purchased with a credit card. The use of a district credit card to secure cash is not an authorized expenditure.

A credit card will be issued for a single event (e.g., trip, conference, etc.) and must be surrendered at the conclusion of the event. When the credit card is returned, it must be accompanied by a complete set of receipts for each time the card was used.

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):

DJ - District Purchasing