

**Milton-Freewater
School District 7**

Code: **DJFA**
Adopted: 11/23/93

Use of Credit Cards

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

Only authorized expenditures associated with district expenses may be purchased with the card. The purchase of airline tickets or securing cash are not authorized expenditures for use of district credit cards.

Credit cards will be issued for a single event (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).