

# Monument School District 8

Code: DJFA  
Adopted: 2000  
Orig. Code: 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 district.

1. Credit cards will be limited to gasoline companies, businesses requiring cards for identification purposes where the district expects to purchase regularly and to travel cards which will be issued for the sole purpose of covering expenses incidental to authorized travel;
2. If, for any reason, disallowed charges are not repaid, the district 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 district;
3. The statement must be paid in full each month to eliminate any interest charges;
4. Users of cards will save and submit receipts for verification and audit purposes;

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

### Cross Reference(s):

DJ - District Purchasing