

North Powder School District 8J

Code: **DJFA**
Adopted: 1/15/08
Readopted: 8/23/16
Orig. Code(s): DJFA

Credit Cards

Credit cards shall be obtained only by the approval of the Board. At the discretion of the superintendent/principal, employees and Board members may, in the process of doing district business, use district credit cards. Credit cards issued to employees may only be used to purchase items authorized by the adopted district budget. Credit cards shall have a maximum spending limit of \$5,000.

Purchase slips and itemized receipts must be turned in to the business office within seven days of the transaction. The business office shall pay in full the credit card balance no later than the due date so that finance charges will not be incurred.

District-issued credit cards shall be subject to the following:

1. Personal items shall not be charged on the district-issued credit cards. If a personal item is purchased on a district-issued credit card in violation of this policy, repayment by the employee must be made immediately, disciplinary action will be at the discretion of the administration. Notification of any violations would be presented to the board at the next scheduled meeting. Accordingly, the district will require individuals issued credit cards to sign a written authorization for payroll deduction in the event of such personal use;
2. The purchase of alcoholic beverages is strictly prohibited. The purchase of gasoline for a privately-owned vehicle is also prohibited without prior authorization;
3. Leaving a gratuity that exceeds 20 percent is prohibited;
4. Airline tickets may be purchased with district-issued credit card only with prior superintendent or designee approval. If the issued credit card provides for purchase incentives (i.e., points, discounts or airline mileage credits), such incentives shall only be redeemed for authorized district business;
5. A purchase order or district check will be issued whenever possible;
6. Cash withdrawals with the district-issued credit card are strictly prohibited.

Carrier of the card shall be responsible for any expenses incurred if the card is lost or stolen while in his/her possession.

Only authorized expenditures associated with district expenses may be purchased with the card.

Violation of the provisions of this policy may result in the revocation of the credit card and/or discipline up to and including dismissal.

Terms used in this policy are defined as follows:

“Receipt” means an invoice document issued by a vendor which has been paid with a credit card as an expense by an employee. A receipt must contain the following information:

1. Date indebtedness incurred;
2. Date indebtedness paid or submitted to be paid;
3. Amount paid;
4. Total amount of indebtedness;
5. Who incurred the charge and the district purpose;
6. Method of payment, i.e., Visa or Gas Card;
7. The purpose of the indebtedness including an itemized description of the goods or services purchased;
8. The name, address and telephone number of the vendor, i.e., restaurant, gas station, business.

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