

Ontario School District 8

Code: **DJFA**
Adopted: 11/20/97
Readopted: 8/18/10
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 district. Approved card holders will be responsible for maintaining sole possession and security of issued cards at all times.

1. Credit cards will be issued for the sole purpose of covering expenses incidental to authorized travel and when credit card purchase is deemed in the best interest of the district by the superintendent or director of finance.
2. Personal items shall not be charged on district-issued credit cards. If a personal item is inadvertently purchased on a district-issued credit card in violation of this policy, repayment by the employee must be made immediately. Failure to make the required payment may result in an automatic deduction from the individual's next payroll disbursement. Accordingly, the district will require individuals issued credit cards to sign a written authorization for payroll deduction in the event of such personal use.
3. 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.
4. The statement must be paid in full each month to eliminate any interest charges.
5. Users of cards will save and submit receipts, purchase orders and/or travel records as required.
6. Users of cards are responsible for designating account codes and insuring that budget requirements are met.
7. Credit card will not be used to obtain cash or cash advances. Returned or refunded credit card purchases will be credited to the credit card and will not be refunded in cash without the specific approval of the budget officer and/or superintendent.
8. Airline tickets may be purchased with a 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.

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

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).