

Credit Cards

The Board authorizes the superintendent to hold a bank credit card in the name of the district and to issue such cards to designated employees. The district business manager will be in charge of the cards. Approved card holders will be held responsible for maintaining sole possession and security of issued cards at all times. Credit cards shall have a maximum limit of \$5,000 at the building level and \$20,000 at the district level.

Credit cards issued to employees may only be used to purchase items authorized by the adopted district budget. No district credit card will have the ability to access direct cash.

Purchase slips and receipts must be turned in to the business office within the billing period 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 district-issued credit cards;
2. The purchase of alcoholic beverages is prohibited; the purchase of any item over \$2,000 without prior superintendent or designee authorization is strictly prohibited. The purchase of gasoline for a privately-owned vehicle is also prohibited without prior authorization;
3. Leaving a gratuity that exceeds 22 percent is prohibited; and
4. 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.

Violation 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).

Cross Reference(s):

DJ - District Purchasing Procedures