

Sheridan School District 48J

Code: **DJFA**
Adopted: 8/18/04
Readopted: 6/20/12
Orig. Code(s): DJFA

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. Approved card holders will be allowed to check out the district credit card through the district office for approved expenditures. Credit cards shall have a maximum limit of \$10,000.

Credit cards checked out to employees may only be used to purchase items authorized by the adopted district budget.

Purchase slips and receipts must be turned in to the business office within 7 days of the transaction.

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

1. 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;
2. Purchases of alcoholic beverages is strictly prohibited;
3. Leaving a gratuity that exceeds 15 percent is prohibited unless automatically added as a requirement by the restaurant for groups of a certain size;
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).