

**Saint Helens
School District 502**

Code: **DJFA**
Adopted: 9/10/01
Revised/Readopted: 5/14/07; 8/22/12; 2/24/16
Orig. Code(s): DLC-AR

Use of District Credit and Procurement Cards

The Board authorizes the superintendent or its designee to hold bank credit cards and procurement cards in the name of the district and to issue such cards to designated employees and schools or departments where appropriate. Approved card holders will be held responsible for maintaining sole possession and security of issued cards at all times.

Credit and/or procurement cards issued to employees may only be used to purchase items authorized by the adopted district budget.

If the issued credit and/or procurement card provides for purchase incentives (i.e., points, discounts or airline mileage credits), such incentives are property of the district and shall only be redeemed for authorized district business.

Violation of the provisions of this policy may result in the revocation of the credit and/or procurement 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