

**Saint Helens  
School District 502**

Code: **DJFA-AR**  
Adopted: 9/10/01  
Readopted: 5/14/07  
Orig. Code(s): DLC-AR

**Use of District Credit Cards**

Use of the card is limited to district approved trips, programs and meetings, and may be used for the purchase of room, meals or transportation. If the trip is lengthy, the credit card may be used for the purchase of auto fuel if prior approval has been obtained. Other items must have the superintendent's approval.

The credit card may be used for the purchase of supplies and materials with the approval of the superintendent or his/her designee.

Purchases made over the internet must be pre-approved by the superintendent or his/her designee.

No personal items are to be purchased with the credit card even if repayment to the district is contemplated at a later date.

No alcohol is to be purchased with the credit card.

All district credit cards will be kept in the business office at the district office and must be requested and checked out according to the process developed by the business office.

The credit card and all receipts are to be surrendered to the accounting department the next working day after the conclusion of the meeting, trip, etc.

In the event the credit card becomes lost while in the employee's possession, immediately notify the district office at (503) 397-3085.