

**Saint Helens  
School District 502**

Code: **DJFA-AR**  
Adopted: 9/10/01  
Revised/Reviewed: 5/14/07; 4/16/16  
Orig. Code(s): DLC-AR

**Use of District Credit and Procurement Cards**

Credit cards issued to designated employees should only be used by those employees.

Credit cards issued to schools, departments and or programs shall be used accordingly:

1. Individual staff members using cards for district purposes shall complete credit card request forms for expenditures that are approved by the school administrator or department head prior to the check out and use of the school or department card.
2. Original receipts and credit cards shall be returned to the school or department-appointed staff member in a timely manner for entry into the district's accounting system.

Purchase slips and receipts must be turned in to the business office within 15 days of the transaction.

District-issued credit and/or procurement cards shall be subject to the following:

1. Personal items shall not be charged on district-issued credit and/or procurement cards. If a personal item is inadvertently purchased on a district-issued credit and/or procurement 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;
2. The purchase of alcoholic beverages or purchase of gasoline without prior superintendent or designee authorization is strictly prohibited;
3. Leaving a gratuity that exceeds 15 percent is prohibited;
4. Airline tickets may be purchased with a district-issued credit and/or procurement card only with prior superintendent or designee approval. Airplane tickets necessitated by attendance at a conference may only be purchased after confirmation of registration has been received;
5. Payment for professional services with a district-issued credit and/or procurement card are prohibited;
6. Payment for grant-related expenditures may be prohibited during certain times of the year due to timing of closeout procedures.

Any purchase on a credit card exceeding \$1,000 shall be subject to pre-approval by the district's purchasing officer.

Use of credit cards are subject to available balances. Requests for adjusting account balances may be submitted to the district's purchasing officer for consideration.

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