

Credit Cards

The Board authorizes the superintendent to maintain a bank credit card in the name of the district. Approved card users will be held responsible for maintaining sole possession and security of issued cards at all times. The maximum limit shall be set by the bank.

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

District credit card purchases must be authorized on district purchase orders. All such purchases, including on-line orders, telephone orders, and travel expenses, must be pre-arranged with the superintendent prior to initiating such transactions.

Purchase slips and receipts must be turned in to the business office within 7 days 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. 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. 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 using credit cards to sign a written authorization for payroll deduction in the event of such personal use;
2. The purchase of alcoholic beverages is strictly prohibited;
3. Leaving a gratuity that exceeds 15% is prohibited;
4. Airline tickets may be purchased with a district-issued credit card with prior superintendent 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)

Oregon Government Standards and Practices Commission, Advisory Opinion 01A-1007 (August 29, 2001).