

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 held responsible for maintaining sole possession and security of issued cards at all times. Credit cards issued 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 10 days of the transaction. The business office shall pay the credit card balance in full 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 may require individuals issued credit cards to sign a written authorization for payroll deduction in the event of such personal use; continued personal use will result in revocation of credit card privileges.
2. The purchase of alcoholic beverages is strictly prohibited. The purchase of gasoline for a privately-owned vehicle is also prohibited;
3. Leaving a gratuity that exceeds 18% is prohibited;
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):

Code: **DJFA-AR**
Adopted: March 12, 2009

Authorization for Payroll Deduction

Pursuant to Board policy DJFA - Credit Cards, I, _____, hereby authorize the district to withhold from my paycheck any charges made on a district-issued credit card without prior written approval from my supervisor, or any charges not authorized by the adopted Board policy.

Signature

Date