

Seaside School District 10

Code: **DJFA**
Adopted: 12/16/10

Use of 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 district-issued credit cards holders will be held responsible for maintaining sole possession and security of issued cards at all times. Holders of the district-issued credit cards shall be responsible for any expenses incurred if the card is lost or stolen while in his/her possession.

Only authorized expenditures associated with district expenses may be purchased with the district-issued credit cards. The district-issued credit cards may be used for the purchase of supplies and materials with the approval of the superintendent or his/her designee and when credit card purchase is deemed in the best interest of the district. Holders of district-issued credit cards will save and submit detailed receipts, purchase orders and/or travel records as required.

District-issued credit cards shall be subject to the following:

- Holders of district-issued credit cards are responsible for designating account codes, insuring that budget requirements are met, and following district purchasing procedures.
- Purchases made over the internet must be pre-approved by the superintendent or his/her designee.
- 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 issued credit cards to sign a written authorization for payroll deduction in the event of such personal use. If, for any reason, disallowed charges are not repaid, the district will have a prior lien against, and a right to withhold any or all funds payable, or to become payable to the employee up to the amount of the disallowed charges and interest at the same rate as charged the district.
- 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.
- The purchase of alcoholic beverages is strictly prohibited.
- The purchase of gasoline for a privately owned vehicle is prohibited.
- District-issued credit cards will not be used to obtain cash or cash advances. Returned or refunded credit card purchases will be credited to the credit card and will not be refunded in cash without the specific approval of the superintendent or his/her designee.
- 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.

Violations 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, 20)