

## CREDIT/PURCHASING CARDS

The Board recognizes the efficiency and convenience afforded the day-to-day operation of the District through the use of credit/purchasing cards under the supervision of the Treasurer. However, credit/purchasing cards are not to be used to circumvent the general purchasing procedures required by State law and Board policies.

The Board authorizes the use of credit/purchasing cards in the following manner.

### Credit/Purchasing Cards

1. All credit cards issued to and in the name of the District shall be held and supervised by the Treasurer and used only for approved District-related activities.
2. Credit cards may be used for District-related transportation, reservations and expenses, conference registrations and hotel reservation guarantees for the Board and staff.
3. If monies are budgeted and deposited with the Treasurer in advance, credit cards may be used by school employees for student trips and competitions for safety and security reasons.
4. With prior approval of the Treasurer, credit cards may be used by school employees for school-related purchases from a vendor who does not accept purchase orders or vouchers.
5. The Treasurer keeps a record of all credit card use.
6. Receipts and appropriate form(s) are to be turned in with the credit card to the Treasurer within five business days upon completion of approved use. Failure to turn in receipts and appropriate form(s) to the Treasurer within five business days may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases.
7. Purchasing cards for use and reporting follow recognized procedures through the Treasurer's office.

[Adoption date: October 11, 2005]

CROSS REFS.: DJ, Purchasing  
DJB, Petty Cash Accounts  
DLC, Expense Reimbursement  
GCL, Professional and Certificated Staff Development Opportunities  
GDL, Classified Staff Development Opportunities