

Credit Cards/Procurement Cards

The district may provide for the issuance of credit cards to Board members and employees for the purpose of covering expenses related to authorized travel, meetings and incidental purchases made at such meetings.

Board members and/or employees shall submit fully itemized receipts upon billing or no later than 10 days of the billing date. Any credit card charges that are not supported with the proper documentation or not allowed in accordance with Board policy must be paid by the Board member or employee by check, United States currency or compensation deduction.

Procurement cards may be issued to staff at the discretion of the assistant superintendent of business and auxiliary services.

The district may revoke any credit card or procurement card that is used improperly or not for the purpose for which it was intended.

Adopted: May 31, 1994
Revised: July 29, 1998
Revised: July 31, 2002
Revised: October 24, 2007
Revised: October 26, 2011

CROSS REFS.: BID/BIE, Board Member Compensation and Expenses/ Insurance/Liability