



CREDIT (PROCUREMENT) CARDS

For official District purchases and acquisitions, the Board authorizes the use of credit cards. The Board shall approve any contract for the issuance of credit cards, including the credit limit. The Superintendent and his/her designee is responsible for the authorization and control of the use of credit card funds, subject to final Board approval of payments..

Upon billing or no later than thirty (30) days of the billing date, the officer or staff member using a charge card shall submit a fully itemized expense voucher including receipts or invoices supporting purchases. Any charges not properly identified on the expense voucher or not allowed following review by the auditing officer shall be paid by the official or staff member. Any official or staff member who has been issued a charge card shall not use the card if any disallowed charges are outstanding.

The Superintendent shall establish procedures for the issuance and use of credit cards.

Legal References: 43.09.2855 Local Governments--Use of Credit Cards