

**Code: DJFA**  
**Adopted: June 24, 2006**  
**Revised: May 16, 2023**

## **Credit Cards**

The Board authorizes the executive office of the school district to hold bank credit cards in the name of the district through a bank authorized by the Superintendent. The approved card holder will be held responsible for maintaining sole possession and security of the issued cards at all times.

District personnel using this card are responsible for full compliance with this policy.

The district maintains a credit card account for certain purchases. The use of credit cards shall not be used to circumvent the purchase order system and procedures. Credit cards can be used for travel reservations, to secure local government discounts, and avoid sales taxes that would be incurred from a personal credit card. Credit card purchases that are not travel related must have prior approval from the finance manager and some instances the Grants Manager.

Credit cards issued to the executive office of the school district may only be used to purchase items authorized by the adopted district budget.

Employees who make unauthorized purchases are personally liable for the purchase and are subject to disciplinary actions. Unauthorized purchases are purchases that have not been previously approved by both the Superintendent and Finance Manager, Any employee who willfully and knowingly violates any District policies, state, federal or local laws, rules and regulations with respect to purchasing will be subject to disciplinary actions.

Purchase slips and receipts must be turned in to the District Office within 5 days of the transaction.

The District Office shall pay in full the credit card balance 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.
2. The purchase of alcoholic beverages is strictly prohibited. The purchase of gasoline for a privately-owned vehicle is also prohibited without prior authorization.
3. Leaving a gratuity that exceeds 15% is prohibited.

**Code: DJFA**  
**Adopted: June 24, 2006**  
**Revised: May 16, 2023**

4. Airline tickets and vehicle rental agreements 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):