

San Bernardino County Superintendent of Schools Policy 3315

Organizational Credit Cards

Organizational credit cards shall be used for business purposes and issued to full-time contract employees only. In the event a cardholder uses the card inappropriately for a personal expense, reimbursement shall be made to the San Bernardino County Superintendent of Schools (SBCSS) immediately upon receipt of the statement. Failure to reimburse or comply with procedures may result in revocation of the card and appropriate action as determined by the Superintendent or designee.

Approved purchases are detailed in the organization's credit card manual and Policy/Procedure 3314.4.

As an elected official, the County Superintendent has the responsibility to provide leadership, support and fiscal oversight to all school districts in the county as well as act as the chief executive officer for the San Bernardino County Superintendent of Schools office. The County Superintendent also serves as a facilitator in activities between governmental, community, business, and other support agencies. In order to fulfill these responsibilities, the County Superintendent, or designee, shall be given the authority to pay for actual and necessary meal expenses for any guests while conducting business.

These purchases may be made with the County Superintendent's organizational credit card, a personal credit card, or cash. Tips should not exceed the maximum percentage allowed based on the pre-tax amount. Itemized receipts are required.

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