Business and Noninstructional Operations

DISTRICT CREDIT CARDS

The Governing Board recognizes the value of an efficient method of purchasing authorized goods, supplies, and services, including method of payment and record-keeping for expenses. District credit cards are authorized for use within this Policy, administrative regulation, and guidelines.

Use of District-issued credit cards is not intended to replace effective procurement planning that enables volume discounts, best value purchasing practices, transactions that should be purchase order based, or to acquire items available through established purchase contracts.

The Superintendent/designee shall develop administrative regulations and credit card use guidelines specifying in part:

- Those authorized to use credit cards.
- The types of expenses that can be paid by credit card.
- Procedures for the proper supervision and use of credit cards.
- Other relevant guidelines governing use and accountability.
- A requirement for obtaining a signed and dated cardholder acknowledgment form signifying cardholder receipt of card and acceptance and understanding of guidelines for use.

Under no circumstances are District-issued credit cards to be used for personal expenses.

Each cardholder and authorized card user are responsible to provide detailed documentation for each of the charges on the card they use and provide this to the Accounting Department within 15 days after the Statement Date.

Return of Credit Card

A District employee who is no longer employed by the District shall return the credit card upon employment termination to the Superintendent or Designee no later than five days after termination.

Purchases that are unauthorized, illegal, personal in nature, perceived to be unethical, or that reflect a conflict of interest, or use that does not adhere to applicable policy/administrative regulation or credit card use guidelines, or otherwise violate the intent of this Policy may result in card revocation, District sanction, repayment to the District, legal action, and/or be grounds for termination of employment.

Business and Noninstructional Operations

DISTRICT CREDIT CARDS (continued)

Legal Reference:

EDUCATION CODE

17605 Delegation of authority to purchase supplies and equipment
32435 Prohibited use of public funds, alcoholic beverages
35010 Control of district; prescription and enforcement of rules.
35035 Powers and duties of Superintendent.
35250 Duty to keep certain records and reports