

4100 CONTRACTS AND PURCHASING4120 Credit Cards

The Superintendent or his/her designee may obtain credit cards in order to facilitate any expenditure authorized by the Board, the Superintendent or his/her designee. Credit cards shall be issued in the name of the District, and the Superintendent shall establish procedures for credit card issuance and usage as from time to time required.

Acceptance and usage of a credit card by any District employee shall constitute consent by that employee for the withholding, from that employee's compensation, an amount equivalent to any credit card charge or charges determined by the Superintendent or the Board to be inappropriate or not in conformity with this policy or procedures adopted by the Superintendent. The District has the right to revoke any credit card at any time for any reason, and an employee's misuse of a card or failure to discontinue usage of a card, once revoked, may be regarded as grounds for discipline.

Credit cards shall be regarded merely as a mechanism to carry out the funding of expenditures authorized by the Board. Nothing in this section is intended to create new or autonomous authority for expenditures, and all expenditures made hereunder shall be submitted to the Board for review or approval in accordance with the other sections of this policy manual.

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