

4100 CONTRACTS AND PURCHASING**4120 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 **or his/her designee** shall establish procedures ~~for relative to~~ credit card issuance, ~~and usage, accounting measures, and internal controls, as from time to time required.~~ **The Superintendent or his/her designee will assign the use of credit cards based on administrative needs.**

The business office will be the repository for all credit cards of the District, excluding the building and grounds department. Credit cards need to be obtained from the business office and may be used for registrations for training, conferences or extra-curricular events, and for the required expenditures relative to these events. Such expenditures shall include travel, hotel, meals and other conference or event-type expenditures. The Director for each area of responsibility is required to review and pre-approve all credit card expenditures governed by this paragraph.

The Director of Buildings and Grounds shall be responsible for maintaining a secure location for the credit cards utilized by the buildings and grounds department. The buildings and grounds department shall be permitted to use the credit cards for purchases that are required to keep the buildings operational and for such purchases that are not scheduled and routine supply purchases or inventoried stock, but that are necessary for the upkeep of District buildings. The Director of Buildings and Grounds is required to review and pre-approve all credit card expenditures governed by this paragraph.

The Director of Business Services is responsible for internal review of credit card invoices. Credit card users shall not loan or otherwise make available their credit card to non-District personnel.

Use of District credit cards is for District business only, and employees shall adhere to all administrative regulations and District policies relative to credit card usage prior to the use of the credit card as a method of payment.

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 **or his/her designee**. The District has

1 the right to revoke any credit card at any time for any reason, and an employee's
2 misuse of a card or failure to discontinue usage of a card, once revoked, may be
3 regarded as grounds for discipline.
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5 Adoption Date - September 13, 1999
6 Revised -
7 Practice -
8 Legal Reference -
9 Cross Reference -
10 XXX/xxx