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6 **4100 CONTRACTS AND PURCHASING**
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8 4120 Credit Cards
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10 The Superintendent or his/her designee may obtain credit
11 cards in order to facilitate any expenditure authorized by the
12 Board, the Superintendent or his/her designee. Credit cards shall
13 be issued in the name of the District, and the Superintendent shall
14 establish procedures for credit card issuance and usage as from
15 time to time required.
16

17 Acceptance and usage of a credit card by any District
18 employee shall constitute consent by that employee for the
19 withholding, from that employee's compensation, an amount
20 equivalent to any credit card charge or charges determined by the
21 Superintendent or the Board to be inappropriate or not in
22 conformity with this policy or procedures adopted by the
23 Superintendent. The District has the right to revoke any credit
24 card at any time for any reason, and an employee's misuse of a
25 card or failure to discontinue usage of a card, once revoked, may
26 be regarded as grounds for discipline.
27

28 **Credit cards shall be regarded merely as a mechanism to carry**
29 **out the funding of expenditures authorized by the Board.**
30 **Nothing in this section is intended to create new or**
31 **autonomous authority for expenditures, and all expenditures**
32 **made hereunder shall be submitted to the Board for review or**
33 **approval in accordance with the other sections of this policy**
34 **manual.**
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36 Adoption Date - September 13, 1999
37 Revision Date -
38 Practice -
39 Legal Reference -
40

41 LDC/dv
42 DARS/rjf
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