Board Policy DJEAC: Purchasing or Credit Card Use

Status: DRAFT

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Credit Card Use

The Board of Education authorizes the use of credit cards for purchases of items or services for official business and in accordance with procedures established by the Superintendent or designee. Such procedures shall provide for the following:

1. Individual cards shall not be issued to Board members. Expenses are incurred by the Board and paid via departmental cards held by authorized staff;
2. Authorized users shall sign and accept an agreement that they will use such cards only in accordance with the district's policy and procedures;
3. Transaction limits shall be established for the use of such cards;
4. A description of purchases that shall be authorized for use of such cards;
5. A description of purchases that shall not be authorized for use of such cards;
6. Designation of the district's card administrator;
7. A process for auditing and reviewing purchases made with such cards; and
8. Provisions for addressing a violation of purchasing or credit card policies or procedures and imposing penalties for violations including, but not limited to, revocation of card privileges.