

AUTHORIZATION FOR USE OF DISTRICT ISSUED CREDIT CARDS

Authorization

Cal-Cards cannot be issued to the district, they must be issued to an individual. The following designated administrative staff and authorized individuals are authorized to hold and use a district-issued credit card in accordance with board policy:

CAL-CARD

Superintendent

Associate Superintendent

Assistant Superintendent, Business Services

Assistant Superintendent, Human Resources

Assistant Superintendent, Educational Services

Director, Campus Connection

Director, Child Nutrition

Director, Fiscal Services

Director, Pupil Services

Director, Purchasing

Director, Technology

Coordinator, Facilities

Admin. Asst., Supt.

Admin. Asst., Business

Admin. Asst., Education

Admin. Asst., Cert. Per.

Secretary, Technology

The district maintains other credit cards issued to the district. These cards are used for businesses that do not accept purchase orders. These cards are checked out in the business office and used by individuals as needed.

COSTCO

Albertsons

Smart and Final

Office Depot

Staples

Orchard Supply Hardware

Home Depot

Barnes and Noble

Shell Gas Card

Exxon Mobile

Credit Card Use

Use of district-issued credit cards shall be limited to reasonable and necessary expenses for conferences, meetings, travel, and related expenditures while acting within the scope of official district business. The Director of Purchasing shall be authorized to use a district-issued credit card to make necessary arrangements for employees attending official business outside the district and for prepaid purchases approved for the educational program. All charges on district-issued credit cards shall be made in accordance with all policies, procedures, and bylaws of the Board. District-issued credit cards shall not be used for purchases of equipment.

Business and Noninstructional Operations

AR 3301 (b)

Staff issued credit cards shall take all reasonable precautions to prevent loss or theft of the credit card. In the event a credit card is lost or stolen, its loss must be immediately reported to the purchasing department.

Restrictions

District-issued credit cards shall not be used for purchases of services or supplies which are not consistent with the district's educational program. No personal expenses may be charged on district credit cards.

Procedures

All charge receipts shall be promptly submitted to the business office. The Director of Fiscal Services shall review all charges for compliance with board policy, and will forward the receipts to the accounts payable department. Accounts payable will reconcile charge receipts with monthly statements and process payment.

Regulation approved: 2/15/07

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California