

**USE OF DISTRICT-ISSUED CREDIT CARDS**

Purchases should be arranged by using a purchase order or draft payment whenever possible. However, it is recognized that these methods may sometimes be cumbersome, particularly in arranging for attendance at conferences, meetings, business-related travel, and prepayment of purchases for the educational program when the vendor so requires.

Therefore, as authorized by the Board of Trustees, the district may issue credit cards to designated administrative staff. 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. Procedures will be generated for the termination of credit cards.