

**Linn Benton Lincoln
Education Service District**

Code: **DJFA-AR**
Adopted: 6/19/99
Readopted: 10/10/07
Orig. Code(s): DJFA-AP

Business Expense (Bank Card) Claim

I. Purpose of Credit Cards

1. The bank credit card is intended to be used only for:
 - a. Payment for approved meal, lodging, and/or travel expenses;
 - b. Payment for seminar or conference fees;
 - c. Purchase of supplies not to exceed \$200;
 - d. Payment of small contract services, not to exceed \$200; and
 - e. Payment of admission fees.

II. Issuance Guidelines

Bank credit cards will be issued to department directors or others at the discretion of the superintendent.

III. Responsibility

1. Department directors may authorize use of a bank credit card by any employee supervised by the director.
2. Any director or employee using the card shall be responsible for:
 - a. Payment for any unauthorized purchases; and
 - b. Reporting immediately to the business office the loss or theft of a card.

IV. Limitations

1. Each director may set the maximum for any single purchase incident for cards issued to him/her which are below the limits set in paragraph 1.1.
2. The bank cards may not be used for personal purchases.

V. Procedures

1. Any director or employee using the credit card to make purchases shall sign the charge slip with his/her personal signature. Each customer copy shall be promptly filed with the director of business services or his/her designee.
2. Each director or his/her designee shall be responsible for authorizing payment for credit card transactions each month as follows:
 - a. Each director or designee will submit a requisition made out to "Bank Card Account" for the total amount of the charges returned that period for the card number; and

- b. The requisition and copies of all charge slips listed on the billing shall be submitted to the business office within three full working days of receiving the billing from the business office. Prompt payment will be made by the business office to avoid finance charges.

VI. Exceptions

Exceptions to these provisions may be granted only by the superintendent.