

**Linn Benton Lincoln
Education Service District**

Code: **DJFA**
Adopted: 7/8/98
Readopted: 10/10/07

Credit Cards

The Board authorizes the superintendent to approve requests for credit cards. Approved card holders will be responsible for maintaining sole possession and security of issued cards at all times.

1. Credit cards will be limited to gasoline and bank cards which will be issued for the sole purpose of covering expenses incidental to authorized travel. District issued gas credit cards are for use with district-owned vehicles only.
2. If, for any reason, disallowed charges are not repaid, the ESD will have a prior lien against, and a right to, withhold any or all funds payable, or to become payable to the employee up to the amount of the disallowed charges and interest at the same rate as charged the district.
3. The statement must be paid in full each month to eliminate any interest charges.
4. Users of cards will save and submit receipts for verification and audit purposes.

The superintendent will develop administrative procedures as necessary to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 334.125\(7\)](#)

Cross Reference(s):

DJ - District Purchasing