

Business Procedures
Series 800

Policy Title: Credit Cards Code No. 819

Policy Statement

The Board authorizes the use of Agency credit cards on a limited basis.

Scope of Policy

Credit card uses are limited to the following transactions:

- Payment of products and services from a vendor who will not accept purchase orders
- To secure early pay discounts from vendors
- For fuel and maintenance/repair of an Agency vehicle
- To prepay conference registration fees when approved
- To prepay and pay for travel-related expenditures

Accountability Overview

The chief financial officer or the business manager shall authorize use of the credit card and they examine and verify bills. The Board verifies appropriate use of the Agency credit card under Board Policy 811.

Date of Adoption: 2/11/97

Reviewed: 9/8/98, 4/13/21

Amended: 8/05, 6/10/14, 3/14/17, 5/10/22, 10/13/23