

ADMINISTRATIVE REGULATION FOR POLICY DJB - DISTRICT CREDIT CARDS

RULES FOR USE OF CREDIT CARD

Prior approval must be made before using a credit card for school district business/trips. Please have the principal/supervisor/responsible paying party complete this form.

Name _____

School/Department _____

Conference/Trip (Purpose of Trip) _____

Date of Conference/Trip _____

Are students involved? Yes No

Responsible Paying Party _____

TO BE FILLED OUT BY THE RESPONSIBLE PAYING PARTY

The following items can be paid for on the credit card:

Meals _____ Rental Car _____

Lodging _____ Gas _____

Allocation # _____ Total Amount Charged \$ _____

Dollar limit on charges _____

Signature Responsible Party

General Rules:

1. The credit card may be used for motel/hotel charges. A detailed copy of the motel/hotel bill must be attached to the credit card receipt. Meals may be charged to the motel/hotel bill.
2. Gas may be charged to the credit card for a school district vehicle or a rental car if authorized. The credit card may not be used for a personal vehicle.
3. Meals may be charged to the credit card, but alcohol cannot be charged to the district credit cards. A tip not to exceed 15 percent may be added to the bill.
4. The credit card may not be used for a cash advance. Personal valet service, personal phone calls, movie services charged to your motel/hotel room are to be paid for personally before checking out/charging to the credit card.
5. All receipts must be attached to the credit card charge slip. This includes all meals and motel/hotel detailed bills, car rental agreements, and gas receipts.
6. A purchase request will be entered into the system before traveling with an approximate expenditure listed. The purchase request will be made out to the credit card company that applies and an allocation listed.
7. All receipts will be submitted with a copy of this approval within two working days of completing the travel.
8. Any credit card charges not substantiated by a receipt will be deducted from the employees' paycheck.
9. Professional materials or supplies or other unanticipated charges may be charged to the credit cards in special circumstances with administrative approval.