

DJEH

Credit Card Use

Use of district issued credit cards is limited to USD employees. Charges must supplement district uses and only with approved vendors. Properly signed charge tickets with sufficient documentation to justify the expense shall be submitted monthly. Credit card charges shall be reviewed by a board member each month while reviewing other district bills. Failure to follow prescribed regulations regarding the use of district owned credit cards may result in disciplinary measures against the employee.

Adoption Date: 6/6/2006, Revised: 7/7/2008