

## **DGD © CREDIT CARDS**

### **Use of Credit Cards**

The Governing Board acknowledges that instances may occur when ready payment for goods or services is in the District's best interest. Therefore, the Board authorizes the District Administrator to secure and assign controlled-limit credit cards to designated personnel. District-assigned credit cards may not be used for personal expenditures.

The use of credit cards is to be closely monitored and payment of statements for authorized purchases are to be made as promptly as possible to avoid fees and charges for the use of such cards.

The District Administrator is directed to develop regulations for the use of District-assigned credit cards. Such regulations are subject to Board review and approval.

The Board reserves the right to revise or rescind this policy at its sole discretion.

### **Definition of Credit Card**

The District defines "credit card" as a form of payment in lieu of cash, purchase order, or check. The credit card must bear the applicable Visa, Master Card, Discover, American Express or petroleum company logo.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[15-342](#)

[38-621](#)

[38-622](#)

[38-623](#)

[38-624](#)

[38-625](#)

Uniform System of Financial Records

CROSS REF.:

[DKC](#) - Expense Authorization/Reimbursement