

Use of District Credit Cards

District credit cards are issued to district staff members only upon the written authorization of the Superintendent/President. Authorization of district credit cards will be reviewed annually by the Superintendent/President.

District credit cards will be used for the following purposes:

1. Attendance at business meetings to include registration for the meetings;
2. District approved travel to include the cost of travel on common carrier, taxi, shuttle or rental cars, fuel for college owned vehicles or emergency repairs to either college or personal vehicles when the personal vehicle is being used on District approved travel. However, the cost of emergency repairs to personal vehicles will be fully documented with a written explanation and the District will be reimbursed for the repairs to personal vehicles within five (5) business days of the end of the travel;
3. Lodging while on District approved business;
4. Hospitality;
5. Food and beverages, excluding alcoholic beverages, while on District approved business consistent with the Board's policy on travel; and
6. Purchase of goods or services where it is not possible to make the purchase through the normal purchase process (e.g., the merchant will not accept a purchase order) or where it is deemed by the Superintendent/President or by the Chief Business Officer to be more efficient to make the purchase with a District credit card.

Receipts for purchases with District credit cards will be presented to District Fiscal Services as soon as practical after the purchase.

All expenditures using District credit cards will be reported to the Board of Trustees.

11/19/08 College Council Approval
120/9/08 Board First Read
01/27/09 Board Second Read and Approval
02/05/14 College Council Approval
04/08/14 Board Information Item