

CREDIT CARD ACCOUNTS AND USAGE

The Director of Finance is authorized to augment purchasing procedures by opening and maintaining credit card accounts for use by Superintendent's Cabinet, Purchasing Department, and other staff members as prescribed by Administrative Regulation 3314.3. The Director of Finance will maintain appropriate fiscal controls for all accounts to ensure that public monies are not disbursed in amounts in excess of the budgeted appropriations by the Governing Board. The Director of Finance shall develop policies and procedures governing the use of district-issued credit cards and ensure staff's adherence to such controls and ramifications for failing to do so. All purchases shall conform to the purchasing policies currently established by the Board.