

CHARGE CARDS

District charge cards are only to be used when a vendor will not accept a purchase order for purchasing and/or for authorized travel lodging.

Upon execution of charge card use, or no later than thirty (30) days of the transaction date, the officer or staff member using a charge card will submit a fully itemized requisition including receipts or invoices supporting purchases. Any charges not properly identified on the expense voucher, or not allowed following review by the auditing officer, will be paid by the official or staff member. Any official or staff member who has been issued a charge card will not use the card if any disallowed charges are outstanding.

On a seldom occasion, an employee that has not been issued a charge card, may check out one of two District charge cards held by the Business Office after authorization by the employee's supervisor. This will only be in cases where travel lodging requires a charge card to hold a room or a point of sale transaction is required by a non-card-holding employee. In such cases, the employee will immediately return the charge card with a fully itemized requisition including all receipts and supporting purchases.

March 28, 2006

Revised: June 24, 2020