

Section D: Fiscal Management

DGD Use of Credit Cards

The Board permits the use of credit cards by the Director and those school employees authorized by the Director to pay for actual and necessary expenses incurred in the performance of work-related duties for Region 8. Actual and necessary expenses include, but are not limited to, fuel for Region 8 transportation and maintenance vehicles, payment of professional development and conference attendance and other purchases that cannot be completed using the standard purchase order procedures.

Any value added incentives associated with any credit account will remain the property of Region 8.

Region 8 credit cards shall not be used for personal expenses. Unauthorized use of a credit card subjects an employee to discipline, up to and including termination of employment.

Gas Cards:

Gas cards are issued to employees who regularly drive a district vehicle to carry out their duties or are responsible for gassing up district vehicles on a regular basis. The employee may not lend their gas card to other staff. Gas charge receipts must be retained and turned in to the office within one day of the purchase. All gas purchases are to be recorded in the fuel log located in the main office. All fuel purchases recorded in the fuel log must indicate the date of purchase, location of the purchase and which vehicle fuel was purchased for.

Vendor Credit Cards:

Purchases with a vendor credit card require an approved purchase order prior to purchase.

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