

## **CORRECT USAGE OF DISTRICT CREDIT CARD**

1. **ALL** receipts that you return must be itemized. When you make a purchase with a credit card, one of the two receipts you are given is an itemized statement of what you purchased. We must receive the itemized receipt. The district employee will be personally responsible for all receipts that are not itemized.
2. **NEVER** use the district credit card to purchase any alcoholic beverage, tobacco, movie tickets or other entertainment.
3. **PURCHASE ORDERS** must include all of the items that you anticipate using the credit card for and be presented for approval **prior** to the event and before receiving the credit card. This includes a per diem of \$34 per person per day.
4. **NEVER** use the district credit card for any spousal or personal expense.
5. **THE CREDIT CARD** must be returned in person within two days of your return with all itemized receipts. It **cannot** be returned through interoffice mail.

**I agree to be held personally accountable for all of the procedures listed above.**

\_\_\_\_\_  
District Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mastercard #