



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 3453
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Business and Non-Instructional Operations

Credit Cards

1. Purpose and Scope

To provide a comprehensive system for control and use of credit cards.

2. Regulations

To insure proper control and use of district credit cards, and provide a system of accountability, it is necessary to have standard procedures that are applicable to all users.

A. The district office and each individual campus will maintain a separate credit card account number for petroleum company credit cards. This is necessary to eliminate changing all cards throughout the district when a card is lost or stolen.

(1) The district business division will submit all requests to petroleum companies for credit card accounts.

B. Each school principal/division head will be limited to three petroleum company credit cards. The only exception is the Assistant Superintendent - Business/Operations. The business division will maintain sufficient cards to insure efficient operation of district support activities.

(1) Petroleum company credit card control, issue and use will be the responsibility of the principal/ division head or his/her designated representative.

(2) Issue of credit cards to individuals will be controlled by use of sign-out, sign-in sheets indicating the signature of the recipient, the date the card is checked out, and the date due back in. Upon return of the card to the issuing department, the actual date of return should be indicated accompanied by the signature of the person returning the card.

(3) Petroleum company credit cards are to be used for service to district-owned vehicles only. Under no circumstances are they to be used to purchase products for private vehicles.

Money in School Buildings (continued)

- (4) When a petroleum credit card is used for purchase of products, the inventory number of the vehicle being serviced will be clearly marked on the receipt.
- C. Rental car credit cards will be controlled and issued by the district Purchasing Manager.
 - (1) Issue of a rental car credit card requires prior approval of the local principal/division head in writing to the purchasing manager.
- D. Telephone credit cards will be controlled and issued by the district purchasing manager.
 - (1) Issue of a telephone credit card requires prior approval of the local principal/division head in writing to the purchasing manager.
- E. All receipts for credit card purchases will be turned in to the local business assistant for processing and subsequently forwarded to district accounting.

Legal Reference:

EDUCATION CODE

- 48933 Deposit or investment of student funds
- 48936 Additional uses of student funds
- 48937 Supervision and audit of student funds
- 48938 Trustee for funds of unorganized student body

Regulation

approved: 1/13/87