Nestucca Valley School District 101J

Code: **DJFA-AR**Revised/Reviewed: 10/11/99; 1/12/11
Orig. Code(s): DJFA-AR

Use of Credit Cards

The district credit cards will be kept by the deputy clerk in a secure location. A district employee may make a request to the superintendent for the use of the card for travel purchases. The card is intended to support travel that might entail substantial out-of-pocket expenses. The users of this card will sign the card out when they pick it up, and will sign it back in upon their return. The user will keep all credit card receipts and submit them to the deputy clerk upon their return to the district.

Credit Card	Print Name	Signature	Date Out	Date In	Initials