

Section

AP XXXX Use of Personal Credit Card

Reference:

Education Code Section 44032

Before making purchases on behalf of the Chabot-Las Positas Community College District (herein, referred to as the DISTRICT), with your own personal credit card, the District requires that all employees carefully take the time to read the following reimbursement procedures. The procedures shall apply to all college(s) funding sources.

The DISTRICT reserves the right to amend or revise these procedures at any time. Changes in the procedures will be readily distributed throughout the DISTRICT, and shall be effective on the date of issuance. If possible, sufficient notice will be given prior to the change in procedure.

Travel expenses are separate from this policy and may be found in AP7400. This procedure shall apply only to the use of personal credit cards for purchases made on behalf of the DISTRICT.

1. Use of Personal Credit Cards and Rebate Programs.

The Governing Board of the DISTRICT prohibits its employees from obtaining financial gain from their employment other than their salaries.

Any financial benefit that a DISTRICT employee accepts from a credit card company and personally uses as a result of a DISTRICT employee using a personal credit card to make a purchase on behalf of the DISTRICT is a violation unless such benefits were formally adopted by the governing board as part of the employee's official compensation package. Such benefits include frequent flyer miles, rebates, discounts on future purchases, and all other such financial incentives.

CLPCCD does NOT consider the above-mentioned benefits as part of employee's compensation packages. Therefore, employees should not accept personal benefits for purchases made on behalf of the DISTRICT when using a personal credit card.

2. Unauthorized Purchases

Purchases made on behalf of the DISTRICT with a personal credit may be deemed as unauthorized. Therefore, the DISTRICT is under no financial obligation to reimburse employees for purchases made on behalf of the DISTRICT with a personal credit card.

Approved: Date

DRAFT