

Personnel

Series 400

Policy Title Credit Cards

Code No. 401.10-R

Credit cards used for travel arrangements, accommodations and expenses related to the professional development of employees and administrators shall be in the possession and control of the card holder. A specific need shall include expenses for professional development meetings, conferences and conventions. Expenses shall be limited to the guidelines set forth in Policy 401.7 Employee Travel Compensation. Expenses exceeding the limits of Policy 401.7 shall be the personal responsibility of the cardholder.

Adopted: January 24, 1994

Legal Reference: (Code of Iowa)
Iowa Code 279.8, 279.29, 279.30

Reviewed: February 4, 2008
January 21, 2013
March 6, 2017

IAC Sec 281--12.3(1)

Amended: June 11, 2008
February 21, 2011
February 5, 2018

Cross Reference: 401.7 Employee Travel Compensation
705.1 Purchasing Policy
705.3 Requisition and Purchase Order
705.4 Receiving Supplies and Equipment
705.5 Approval and Payment for Goods and Services