



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

AR 6332 Use of Credit Cards

**Issued: February 17, 2009
Revised: April 17, 2018**

The Chief Executive Officer directs that the following regulations are to apply to use of credit cards at the Compton Community College District:

1. Credit cards will only be used for District authorized business purposes as authorized by the California Educational Code including but not limited to those provision in Chapter 8, “Expenditures and Appropriations” commencing with Educational Code 85220, and the Budget/Accounting Manual issued by the California Community College Chancellor’s Office.
2. The following purchases or uses are not allowed:
 - a. Personal purchases.
 - b. Cash advances.
 - c. Alcoholic beverages, tobacco products, firearms and gambling.
 - d. Items or services on term contracts which bind the District beyond 30 days.
 - e. Purchases involving trade-in of District property.
 - f. Purchases of any durable equipment item of a value greater than \$500. Purchases in excess of \$5,000 from any one vendor during a single billing cycle.
 - g. Purchases in excess of the remaining budget balance available in the account(s) authorized for use by the credit card. Authorized credit card users shall be responsible for ascertaining the balance available prior to any use of the credit card.
3. Holders of credit cards will be required to show evidence in the form of detailed transaction logs in the appropriate format that procurements were made for district purposes.
4. Use of credit cards by card holders may be revoked at any time. Cardholders will be required to sign an agreement indicating they accept the regulations and will comply with the applicable administrative procedures.
5. The Vice President of Administrative Services will promulgate the detailed Administrative Procedures implementing these regulations.

Applicable Administrative Procedures:

AP 6332A Use of Credit Cards – Distributed to All Compton CCD Authorized Credit Card Users

AP 6332B Processing of Credit Card Transactions – Distributed to Administrative Services Accounts Payable Staff