

Business and Operations

PROHIBITED USES

SR 3302.04

Purpose: Personal use of County credit cards is absolutely prohibited.

Timeline:

PROCEDURE

Cardholders who repeat incidents of personal use of CAL-Card will have their card privileges canceled and are subject to disciplinary action.

1. Cardholders CANNOT use the County CAL-Card for non-County Office business under ANY circumstances.
2. CAL-Card are specifically designed to avoid confusion with the Cardholders personal credit card.
3. The CAL-Card CANNOT be used by the Cardholders staff, family, supervisor or anyone else.
4. Cardholders will be held personally liable for any personal purchases and may be subject to disciplinary action and/or revocation of CAL-Card.
5. Cardholders who inadvertently use the CAL-Card for personal purchases must notify their Supervisor and Business Services immediately upon discovery.
6. Cardholders will immediately reimburse the County Office for such inadvertent purchase(s) by attaching a personal check to the statement. If Cardholder fails to reimburse the County Office (or personal check is returned from the bank), the personal purchase amount will be deducted from the employees next paycheck.
7. Definition of repeated incidents:
 - a. First time: verbal warning
 - b. Second time: written warning with a copy to the employees personnel file.
 - c. Third time: revocation of CAL-Card and possible disciplinary action.

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 03/01/2003

Date Revised: