

VENTURA COUNTY OFFICE OF EDUCATION

**SUPERINTENDENT POLICY NO. 3350
EXHIBIT 1**

ADOPTED: 01/14/19

CLASSIFICATION: General Administrative Policies

SUBJECT: Certification and Receipt of Credit Card

CERTIFICATION AND RECEIPT OF CREDIT CARD

I certify that I have received a copy of the Ventura County Office of Education Superintendent Policy No. 3350, Credit Card Use, and credit card as indicated below:

Credit Card No.: _____

Name of Card Holder: _____

Date Received: _____

I understand that I am limited to the dollar amounts listed below, if the funds have been allocated to the site/department budget, when using this credit card for official VCOE purchases:

Single transaction limit: \$5,000

30-day limit per card: \$5,000

I understand the restrictions of the use of this credit card. **I ACCEPT RESPONSIBILITY THAT PURCHASES MADE WITH THIS CREDIT CARD ARE FOR OFFICIAL BUSINESS FOR THE VENTURA COUNTY OFFICE OF EDUCATION.**

Signature of Card Holder: _____

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|--|--------------------|
| FOR OFFICE USE ONLY | |
| VERIFICATION of APPROVAL | |
| DEPT/SITE ADMINISTRATOR: _____ | DATE: _____ |
| ASST/ASSOC SUPERINTENDENT: _____ | DATE: _____ |
| ASSOC SUPT, FISCAL & ADMIN: _____ | DATE: _____ |
| SUPERINTENDENT of SCHOOLS: _____ | DATE: _____ |