

Policy Advisory
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Policy Advisory

Policy DGD — Credit Cards

****Revision reflects the requirements of the Uniform System of Financial Records (USFR) Compliance Questionnaire relating to District credit/procurement card**

****Policy DGD provides for defined dollar limits based on the card or transaction type, maintenance of a complete list or log of card users, prohibition of cash withdrawals and personal expenditures, retention of signed card-user agreements, and documented annual training for applicable employees**



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Policy DGD-R— Credit Cards

**** Regulation DGD-R has been revised to provide corresponding implementation requirements, including tracking card possession and personnel subject to training, retaining signed card-user agreements, establishing card and transaction limits, providing annual training to card users and employees who process card transactions, and maintaining dated documentation of training participation**



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Policy DGD-E — Credit Cards

****** Exhibit DGD-E has been revised to align the card-user agreement with the updated policy and regulation

******The agreement addresses authorized card use, prohibited cash withdrawals and personal expenditures, applicable purchasing and documentation requirements, possible personal liability and wage withholding to the extent permitted by law, and disciplinary consequences for misuse



Policy Advisory

Regulation BCB – Board Member Conflict of Interest

- ** Reflect updated requirements for Conflict of Interest (COI) in the 2027 Uniform System of Financial Systems (USFR) updates
- **Impacts include specific training requirements, disclosures, and maintenance of Records
- **The District shall provide annual conflict of interest training to all Board Members
- **Each Board member, annually, shall complete and sign the District's Conflict of Interest Form and within fifteen (15) days of any change in circumstance



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Regulation BCB-E – Board Member Conflict of Interest

**** Exhibit Disclosure Form**

****Governing Board members must file a Conflict of Interest Disclosure within five (5) calendar days after assuming office and at least annually thereafter, either identifying any substantial interest the board member or the board member's relative has or stating that neither the board member nor the board member's relative has any substantial interest requiring disclosure**



Policy Advisory

Policy KI – Visitors to Schools

**Policy KI revised to incorporate relevant provisions of Regulation KI-R (deleted) and consolidate visitor requirements in one policy

**The revised policy clarifies school and classroom visit procedures, including principal approval, advance arrangements for classroom visits, and the requirement that visitors report to the school office upon arrival

**The policy also identifies restrictions applicable to visitors, including prohibitions involving alcohol, weapons, drugs, and tobacco or tobacco products on District property, and clarifies consequences for failure to comply with District requirements or lawful directions



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Policy KI-E – Visitors to Schools

**Exhibit revised to provide a more complete request and approval form for school and classroom visits, tours, and observations

**The exhibit adds visitor contact and scheduling information, identifies the type of request, and incorporates acknowledgment of principal approval, school office check-in, and compliance with District visitor requirements



THANK YOU

**Mingus Union High
School District #4**

