

PROCUREMENT CHARGE CARDS: 6212P

District Procurement Cards will be issued to District employees upon receipt of the User Agreement form, as approved by the immediate supervisor.

All cardholders will be issued a copy of the District Operating Guidelines for Procurement Cards and will adhere to these guidelines.

Procurement cards shall be stored in a secure area and account numbers shall be safeguarded.

All receipts/charges and original paperwork will be submitted to the Business Office in the time frames required.

Lost or stolen Procurement Cards shall be reported immediately to the bank and to the Business Services Department.

Misuse of the card will result in personal liability for all unauthorized uses. Disciplinary action may also be implemented.