

# Tigard-Tualatin School District 23J

Code: DJFA  
Adopted: 11/19/18

## Procurement Cards

The Board authorizes the superintendent to hold a bank procurement card in the name of the district and to issue such cards to designated employees. Approved card holders will be held responsible for maintaining sole possession and security of issued cards at all times.

Procurement cards issued to employees may only be used to purchase items authorized by the adopted district budget.

District-issued procurement cards shall be subject to the following:

1. Personal items shall not be charged on district-issued cards. If a personal item is inadvertently purchased on a district-issued card in violation of this policy, repayment by the employee must be made immediately. Failure to make the required payment may result in an automatic deduction from the individual's next payroll disbursement. Accordingly, the district will require individuals issued such cards to sign a written authorization for payroll deduction in the event of such personal use;
2. The purchase of alcoholic beverages is strictly prohibited;
3. Leaving a gratuity that exceeds 15 percent is prohibited;
4. Airline tickets shall be purchased with a district-issued procurement card only with prior superintendent or designee approval.

Violation of the provisions of this policy may result in the revocation of the procurement card and/or discipline up to and including dismissal.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

[ORS 652.610\(3\)](#)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, Advisory Opinion 01A-1007 (Aug. 29, 2001).

### Cross Reference(s):

DJ - District Purchasing