

5 Purchasing Cards

6 The Board authorizes the use of purchasing cards to streamline and increase the efficiency of the
7 District's purchasing process. The use of District purchasing cards shall be authorized for specific
8 purposes and only for expenses, which are allowable under District policy and state law. Those
9 purposes may include charges for supplies, gas, minor equipment, and school business. The
10 District Purchasing and Accounts Payable Office will be responsible for obtaining; assigning and
11 canceling the purchasing cards.

12 Purchasing cards, which are the property of the District, may be used by authorized employees for
13 school district business only. All charges must be properly accounted for and documented, and
14 approved by the administrator with responsibility for the budget appropriations being used. District
15 purchasing cards shall not be used for personal charges. Purchasing cards cannot be used outside
16 the United States (excluding Canada) or for any purchases from foreign vendors. Any improper
17 personal charges are the employee's financial obligation and are grounds for discipline up to and
18 including employment termination. All purchasing cards must be returned to the Purchasing and
19 Accounts Payable Office when an employee is no longer employed by the District or upon specific
20 request of the Superintendent or the Director of Business Operations.

21 The Superintendent is authorized to establish procedures for the use of purchasing cards.

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24 Policy History:

25 Adopted on: June 12, 2006

26 Revised on: February 11, 2019