

**PURCHASING CARDS**

In accordance 44-08-05.1, the Board authorizes the Business Manager and Superintendent to institute a purchasing card system. The Business Manager and/or Superintendent shall establish rules governing the use of purchase cards to protect district funds and other assets. These rules shall be placed in administrative regulations; shall identify categories of employees authorized to use purchase cards; shall establish limits on use, which, at a minimum, comply with prohibitions on fraudulent purchases contained in 44-08-05.1, prohibit other forms of personal purchases, and prohibit purchases that exceed the bidding thresholds under law; shall contain rules related to card security; shall contain disciplinary consequences for misuse; and shall require that employees agree to purchase card regulations as a condition of card issuance and use.

Use of purchase cards are a privilege, not a right. The Board or Superintendent is authorized to revoke any employee's purchasing card privileges with or without cause.

---

Complementary Documents

- HCAG-AR, Cardholder Manual
- HCAG-E1, Cardholder Employee Agreement

**End of Maple Valley School District #4 Policy HCAG ..... Adopted: 03/15/16**