



Effective August 1, 2025, BOA enhanced security protections globally. Within this enhanced security feature, the impact to our current process will be to certain card approvers. Our standard practice is to issue a card to Budget Managers and Directors of Departments, and assign them as approvers of their groups. When an approver uses their own card, they are no longer able to approve their own card transactions. They are able to see and approve their staff card transactions but not their own card transactions.

Purchasing will be assigning the supervisors and cabinet level assistant superintendents as approvers to various budget managers or directors impacted by this change.

Approval timeline for Compliance:

- 1st Approval = 7 days from date of purchase
- *2nd Approval = 14 days from date of purchase

*Supervisors and Cabinet level Assistant Superintendents' approvals. The approvals for compliance timelines are operational deadlines to ensure timely payments and properly recording of transactions and accounting procedures prior to month end closures.

Effective 10/01/2025

BOA Credit Limits



New District Standards

- **Why:** Manage risk and prevent loss
- **Impact:** All Accounts on a monthly basis
- **When:** October 1, 2025

LIMITS

- Cardholders \$1,000 - \$3,000
- Budget Manager Cardholders \$1,000 - \$3,000
- Department/Cabinet Leadership \$2,000 - \$5,000

Cardholders \$3,000 monthly: **\$1,000 single transaction, \$2,000 daily transaction**
 Budget Manager Cardholders \$3,000 monthly: **\$1,000 single transaction, \$2,000 daily total transaction**
 Department & Cabinet Leadership \$5,000 monthly: **\$1,000 single transaction, \$2,000 daily total transaction**