Adopted: *August 14, 2006*

Orig. 2006

Revised: *9/11/17; 11/26/18*

750 PURCHASE CARD PROGRAM

I. PURPOSE

The purpose of this policy is to establish and authorize procedures for the use of a school district Purchase Card by approved cardholders.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to establish its Purchase Card procedures in accordance with the applicable provisions of law.

III. AUTHORIZED CREDIT CARD HOLDERS

Purchase Cards are issued in accordance with the application process as described in the procedures manual, and are issued only to members approved by the superintendent or designee.

IV. REQUIREMENT

A. Purchase Cards must be used in accordance with the guidelines established within the procedures manual.

B. Purchase Cards are only to be used for authorized purchases as established by the district budget.

C. Unauthorized or inappropriate use may result in disciplinary action as described in the procedures manual.

Legal Reference: Minn. Stat. §123B.02 Sub. 23 (Credit Card)