

The Superintendent (or appropriate designee) shall be responsible for the issuance, accounting, monitoring, retrieval, internal controls and generally overseeing the use of District procurement cards for employees.

#### Issuance

District employees may be issued a District procurement card, which shall be used solely for the purchase of goods and/or services needed for official business of the District

#### Documentation

When an employee uses a District procurement card, documentation shall be provided the Superintendent (or appropriate designee) (within 30 calendar days) - detailing the goods or services purchased, the cost of such goods or services, the date of purchase, and the purpose for which such goods or services were purchased

#### Lost Procurement Cards

All authorized to use a procurement card are responsible for the protection and custody of District procurement card. If a District procurement card is lost or stolen, the Superintendent (or appropriate designee) shall be notified immediately.

#### Return of Procurement Cards

A District employee who is no longer employed by the District shall return the procurement card upon termination to the Business Office.

#### Payment

The Superintendent (or appropriate designee) shall approve all District procurement card invoices prior to payment. Such payments shall be made no later than 60 days after receipt of the initial statement date.

Misuse and Unauthorized Use

An employee who violates a provision of this policy may have his/her use of that card revoked and be subject to disciplinary action as determined by the Superintendent.

If the Superintendent violates a provision of this policy, he/she may have his/her use of that card revoked and may be subject to disciplinary action as determined by the Board.

Other Provisions

The total combined authorized credit limit of all procurement cards issued by the District shall not exceed 5 percent of the total budget of the District for the current fiscal year.

The chief financial officer shall establish a system of internal accounting controls to monitor the use of procurement cards.

Approved: July 11, 2001  
Revised: August 2, 2006