

Canby School District 86

Code: **DJFA**
Adopted: 5/17/18

Purchasing Cards

At the discretion of the superintendent, the Board authorizes the issuance of purchasing cards in the name of the district and the designated employee or department. Approved cardholders or users will be held responsible for maintaining sole possession and security of issued cards at all times. The superintendent or designee shall determine the card dollar authorization limits.

Purchasing cards issued to employees may only be used to purchase items authorized by the adopted district budget. In all cases, purchases must follow procedures of the district's purchasing card program. Employees will sign an appropriate use agreement for each card issued or when they check a card out for purchases.

The business office shall pay the purchasing card balance in full no later than the due date so that finance charges will not be incurred.

Violation of the provisions of this policy or procedures may result in the revocation of the purchasing card, future use of a card and/or discipline up to and including dismissal.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 652.610\(3\)](#)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, Advisory Opinion 01A-1007 (Aug. 29, 2001).

Cross Reference(s):

DJ - District Purchasing