

Eugene School District 4J

Code: **DJFA**
Adopted: 5/21/14
Readopted: 1/03/18

Purchasing Card Program

The Board authorizes the superintendent to establish a purchasing card program for the district which includes procedures for the issuance of purchasing cards to officers and designated staff for district purchases, acquisitions and authorized travel. The superintendent or his/her designee shall set maximum purchasing card per-transaction and total dollar authorization limits and control the use of purchasing cards through the program. All purchasing card transactions must adhere to applicable public procurement laws, Board policy, and district procedures. Annually, the superintendent shall provide a report to the Board listing the staff position issued a purchasing card and the authorized limit of each card.

No purchasing card will be issued until a staff member has signed a Memorandum of Understanding (MOU). Staff must complete a new MOU annually by September 1st to retain their purchasing card. Approved cardholders will be held responsible for maintaining sole possession and security of issued cards at all times. A signed reconciliation of all card purchases, supported by original itemized receipts and written approvals, must be submitted to financial services by the 20th of the month for the prior month's transactions. Any charges not properly identified in the reconciliation, lacking proper receipts or not properly authorized will be the personal responsibility of the official or staff member. If a signed, completed reconciliation is not submitted to financial services within 60 days of the above due date, the related purchasing card will be deactivated.

The superintendent reserves the right to deactivate or cancel a purchasing card at any time for violations of purchasing card program requirements, board policy, procurement law or Oregon Ethics Law. Purchasing cards may not be used for personal purchases. Violations of the provisions of this policy may also result in discipline, up to and including dismissal, depending on the severity of the violation.

Financial services shall pay in full all purchasing card charges monthly no later than the due date so that finance charges will not be incurred.

The superintendent will develop administrative regulations and procedures to implement this policy.

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