

Grants Pass School District 7

Code: **DJFA**
Adopted: 1/14/14

Procurement Cards

The Board authorizes the superintendent to hold a procurement card in the name of the district and to issue such cards to designated employees. Approved card holders will be held responsible for maintaining sole possession and security of issued cards at all times. Procurement cards will have a maximum commensurate with the needs of the individual holder, but in no case shall the card have a maximum limit in excess of \$2,500.

Procurement cards issued to employees may only be used to purchase items authorized by the adopted district budget. Employees are responsible for turning in receipts associated with procurement transactions in the time frame prescribed by the Business Services Department.

Business Services shall establish administrative regulations and procedures for the use of GPSD7 Procurement Cards.

District-issued procurement cards shall be subject to all district guidelines regarding the procurement of goods and expenditure of district funds. This includes, but is not limited to the prohibition of using procurement cards to charge personal items. If a personal item is inadvertently purchased on a district-issued procurement card in violation of this policy, repayment by the employee must be made immediately.

Violation of the provisions of this policy may result in the revocation of the procurement 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