

**Klamath County
School District**

Code: **DJFB**
Adopted: 7/20/17

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 (P-Cards) will have a maximum commensurate with the needs of the individual holders. P-Cards shall have a standard maximum limit of \$5,000 with exceptions determined on a case-by-case basis with appropriate documentation.

P-Cards issued to employees may only be used to purchase items authorized by the adopted District budget or not otherwise restricted by policy. 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 District's P-Cards.

Any purchase incentives accrued to a District P-Card shall be redeemed for the exclusive benefit of the District.

District issued P-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 P-Cards to charge personal items. If a personal item is inadvertently purchased on a district-issued P-Card in violation of this policy, repayment by the employee must be made immediately. Failure to make the required payment may result in discipline and an automatic deduction from the individual's next payroll disbursement. Accordingly, the district will require individuals issued P-Cards to sign a written authorization for payroll deduction in the event of such personal use.

Violation of the provisions of this policy or Business Services' administrative regulations and procedures may result in revocation of the P-Card and/or discipline up to and including termination.

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).