

# McMinnville School District #40

Code: DJFA  
Adopted: 1/09/12  
Orig. Code: DJFA

## Use of Credit/Procurement Cards

At the discretion of the superintendent, the Board authorizes the issuance of credit/procurement cards in the name of the district and the designated employees. Approved cardholders 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.

Procurement cards issued to employee may only be used to purchase items authorized by the adopted district budget. The card holder is responsible for obtaining receipts for each purchase and preparing appropriate forms for documentation of the description of the expense, the budget code to be charged and proper signed authorization.

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

Violation of the provisions of this policy may result in the revocation of the procurement card and/or discipline up to and including dismissal.

The superintendent will develop administrative procedures necessary to implement this policy.

END OF POLICY

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### 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