

# Multnomah Education Service District

Code: **DJFA**  
Adopted: 9/20/94  
Amended: 11/15/05; 12/16/08  
Reviewed: 9/21/10

## Use of Procurement Cards

At the discretion of the Superintendent, employees may, in the process of doing MESD business, use MESD procurement cards.

Only authorized expenditures associated with MESD expenses shall be purchased with the card. Securing cash is not an authorized expenditure for use of MESD procurement cards.

Business Services shall establish administrative regulations and procedures for the use of MESD procurement cards.

END OF POLICY

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### Legal Reference(s):

[ORS 224.010](#) to 244. 135

[ORS 294.305](#) to 294.565 (Local Budget Law)

[ORS 334.125\(7\)](#)

[OAR 581-024-0260](#)

[OAR 581-024-0265](#)

### Cross Reference(s):

BBFA - Board Member Ethics and Conflict of Interest

DB - MESD Budget

DI - Fiscal Accounting and Reporting

DIE - Audits

DJ/DJC - MESD Purchasing and Bidding Requirements

GBC - Staff Member Ethics and Conflict of Interest