

# Multnomah Education Service District

Code: **DJFA-AR**  
Adopted: 12/11/91  
Amended: 8/3/98; 12/20/05; 1/26/09  
Reviewed: 9/21/10

## **Procurement Card**

1. The Director of Business Services shall set and publish P-Card procedures in a P-Card manual, including maximum dollar thresholds. The manual shall be reviewed annually.
2. Cabinet member shall authorize the issuance of P-Cards to any employee or department supervised by that Cabinet member and shall set transactional limits for each within the established maximum dollar thresholds. Employees must receive training prior to initial receipt of a P-Card and undergo periodic recertification training.
3. Cabinet members shall ensure their employees' compliance with the procedures established in the P-Card manual.
4. The Director of Business Services shall monitor employees' compliance with the procedures established in the P-Card manual.

### **Reference**

Procurement Card Program Manual