



Code: **DJFA**
Adopted: 7/09/08
Revised/Readopted: 9/28/16

Procurement and Credit Cards

The Board authorizes the superintendent to hold bank procurement and/or credit cards 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 and credit cards shall have an individual maximum limit of \$10,000.

Procurement and credit cards issued to employees may only be used to purchase items authorized by the adopted district budget.

Procurement and credit card purchases will follow the same district purchasing policy and guidelines as all other district purchases. The fiscal services office shall pay in full the account balance no later than the due date in order to maximize rebates and avoid finance charges.

District-issued procurement and credit cards shall be subject to the following:

1. Purchase of “small” items, under \$1,000 per individual item, are authorized without a purchase order in place prior to the purchase, as long as the purchase meets the district purchasing policy and guidelines and is within the adopted district budget appropriations;
2. Purchases may not be “split” into separate orders in an effort to circumvent the \$1,000 limit;
3. Personal items shall not be charged on district-issued procurement or credit cards. If a personal item is inadvertently purchased on a district-issued card in violation of this policy, repayment by the employee must be made immediately. Failure to make the required payment may result in an automatic deduction from the individual’s next payroll disbursement. Accordingly, the district will require individuals issued procurement or credit cards to sign a written authorization for payroll deduction in the event of such personal use;
4. The purchase of alcoholic beverages is strictly prohibited.
5. The purchase of gasoline for a privately-owned vehicle is prohibited without prior authorization;
6. Authorizing a gratuity that exceeds 20 percent is prohibited;
7. The purchase of meals that exceed the per diem rates established by the district is prohibited;
8. The purchase of gift cards for employees or volunteers is prohibited;
9. Airline tickets may be purchased with a district-issued card only with prior superintendent or designee approval. If the issued card provides for purchase incentives (i.e., points, discounts or airline mileage credits), such incentives shall only be redeemed for authorized district business.

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