

Scappoose School District 1J

Code: **DJFA**
Adopted: 6/11/18
Readopted:

Procurement Cards

The Board authorizes the superintendent to hold a bank 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. Such cards shall have a maximum limit consistent with the annually reviewed internal audit procedures.

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

Purchase slips and receipts must be turned in to the business office within 15 days of the transaction. The business office shall pay in full the procurement card balance no later than the due date so that finance charges will not be incurred.

District-issued procurement cards shall be consistent with the annually reviewed internal audit procedures.

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