



Use of Purchase Cards

The Board authorizes the Superintendent or the Director of Business Services to issue such cards to designated employees. Approved card holders will be held responsible for maintaining sole possession and security of issued cards. Purchase cards will have a purchase limit commensurate with the need of the individual holder.

ESD issued purchase cards shall be subject to all ESD guidelines regarding the purchase of goods and expenditures of ESD funds. Purchase card holders will follow procedures as outlined in the *Purchase Card Program Procedure Manual*.

Purchase cards issued to employees may only be used for the general purchasing of materials, supplies and travel.

Purchase cards cannot be used for securing cash.

Purchase cards cannot be used for personal expenses, even with the intent of reimbursing the ESD.

Purchase cards cannot be used for purchases that the holder will submit for reimbursement or per diem.

Basic district limits are \$2,500 per purchase card per month. Purchases that will exceed an individual's purchase card limit must be approved by the Superintendent or Director of Business Services.

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

END OF POLICY

Legal Reference(s):

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

Cross Reference(s):

DJ - ESD Purchasing