

## **DISTRICT PROCUREMENT CARDS/CREDIT CARDS**

### **A. District Procurement Cards**

District Procurement Cards will be issued to employees of the District upon receipt of the User Agreement Form. This form will need to be approved by the immediate supervisor.

All cardholders will be issued a copy of the District Operating Guidelines for Procurement Cards and will adhere to these guidelines.

Procurement Cards shall be kept in a secure area and account numbers shall be safeguarded.

All receipts/charges and original paperwork shall be submitted to the Business Office in the time frames required (within five days of use).

Lost or stolen Procurement Cards shall be reported immediately to the bank and to the Business Office.

Misuse of the card will result in personal liability for all unauthorized uses. Disciplinary action may also be implemented.

### **B. Corporate Credit Cards**

The District has received corporate credit cards as well as fuel cards. These cards are kept at the District Office and are checked out when needed.