

CREDIT CARDS AND PROCEDURES



CREDIT CARDS

- The District has credit cards that can be checked out for approved purchases
- Cards may only be utilized for District purchases
- Tax exempt card or certificate must be used with all purchases

CREDIT CARD PROCEDURES AND USAGE

1. Employee must submit a Purchase Order in order to reserve and use a credit card
2. Credit cards may be checked out from the District Office upon presentation of an approved purchase order
3. Upon completion of credit card purchase, promptly return credit card and itemized receipt to the District Office
4. The purchase order number must be written on the receipt and turn in any packaging slips
5. If you are needing to use an individual procurement card, you must sign the card usage agreement from the District Office