

POLICY TITLE: Procurement Card Usage

POLICY NO:

D803.40

Minidoka County Joint School District # 331

PAGE 1 of 1

The District may issue Procurement Cards in order to provide an efficient and cost effective method of purchasing and paying for goods and services to vendors that don't accept purchase orders, out of town team meal expenses, conference registration, hotel rooms, airline tickets, etc.

The Procurement Card shall be used only in strict conformity with the Minidoka School District's policy and procedures, Idaho Statutes, and within the terms and conditions of the Cardholder agreement from MasterCard.

The Procurement Card may be used only by the Minidoka School District employee for the intent it was issued. No other person is authorized to use the card. The Procurement Card is to be used for District-authorized purchases only and cannot be used for any personal use.

Approval to exceed established Procurement Card limits may be granted by Business Office in advance of a purchase when reasonable justification is provided.

Schools are NOT authorized to have any other credit card other than the District issued Procurement Card.

LEGAL REFERENCE:

ADOPTED:

AMENDED/REVISED: