

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DGD
First Read School Board: May 15, 2013 Second Read/Adoption School Board: June 5, 2013 Policy Committee Review: December 13, 2017 Back to Policy Committee: January 10, 2018 School Board First Read: January 17, 2018 School Board Second Read/Adoption: February 21, 2018	Page 1 of 1 Category: Optional

**SCHOOL DISTRICT CREDIT CARDS, PROCUREMENT CARDS, OR OTHER
PURCHASING CARDS**

The Oyster River Cooperative Superintendent or his/her designee is authorized to procure a credit card, procurement or other purchasing cards in the School District's name. Any District card will be under the sole supervision of the Superintendent or the Business Administrator.

Use of a District card shall be used only for School District purchases. Purchase shall be for items authorized by the adopted school district budget. Use of the District card for personal or private purchases is strictly prohibited.

All charges must be initiated with a purchase order and then verified with receipts.

All received and approved card purchases will be included in manifest of invoices.

Cross Reference:

DGD-R Procurement Card Procedure/Use Agreement/Acknowledgement