

Purchasing Cards

In accordance with NDCC 44-08-05.1, the Board authorized the Business Manager to institute a purchasing card system. The Business Manager shall establish rules governing the use of purchasing cards to protect district funds and other assets. These rules shall:

- Be placed in administrative regulations;
- Shall identify categories of employees authorized to use purchasing cards;
- Shall establish limits on use, which, at a minimum, comply with prohibitions on fraudulent purchases contained in NDCC 44-08-05.1, prohibit other forms of personal purchases, and prohibit purchases that exceed the bidding thresholds under law;
- Shall contain rules related to card security;
- Shall contain disciplinary consequences for misuse; and
- Shall require that employees agree to purchase card regulations as a condition of card issuance and use.

Use of purchasing cards are a privilege, not a right. The Board or Principal is authorized to revoke any employee's purchasing card privileges with or without cause.

End of Apple Creek School Policy HCAG

Adopted: 09 Jan 17