

Purchasing Cards

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

- Be placed in administrative regulations;
- Shall identify categories of employees authorized to use purchase 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 purchase cards are a privilege, not a right. The Board or Superintendent is authorized to revoke any employee's purchasing card privileges with or without cause.

Complementary Documents

- HCAG-AR, Cardholder Manual
- HCAG-E1, Cardholder Employee Manual

End of Bismarck Public School District Policy HCAG

Adopted: 7/1/2015