

CREDIT CARD AND PURCHASE CARD USE

The Cooperative is committed to using its financial resources wisely. The board recognizes that credit cards and purchase cards may provide employees with a convenient payment option, particularly in emergency situations, and may also improve business office efficiency.

The board authorizes the use of credit card or purchasing cards for official district purchases and acquisitions. It shall be the responsibility of the business manager to authorize and control the use of credit and purchasing cards, subject to the Board's final approval of payments.

The Director has the authority to revoke use of any credit card if use becomes other than which it was originally intended. If the Director revokes use of the card, the card shall be surrendered to the business manager or designee.

Policy Adopted: October 19, 2011
Revised: April 16, 2014