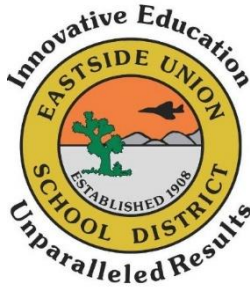


Joshua L. Lightle, Ed.D.  
Superintendent



Board of Trustees  
Mrs. Julie A. Bookman  
Mrs. Peggy W. Foster  
Mr. Joseph "Joe" Pincetich  
Mrs. Deborah L. Sims  
Ms. Doretta N. Thompson

## Eastside Union School District Credit Card Procurement Procedures

Purchase orders are always the preferred method of procurement; however, there will be occasions when you will need to make other arrangements to make a purchase.

Criteria for determining if this **SHOULD** be a purchasing department credit card purchase:

1. Vendor does not accept purchase orders **AND**
2. Product can only be purchased from this particular vendor **OR**
3. Price is significantly reduced by using the credit card
4. Lodging

Criteria for determining if this **SHOULD NOT** be a purchasing department credit card purchase:

1. Vendor accepts school district purchase orders
2. Last minute purchase
3. It is easier than completing a purchase order

### Procedures

#### Site Purchases

1. Identify product and vendor of choice.
2. Contact Purchasing Department to verify if credit card is best option or if other method of procurement is available.
3. Complete requisition form, obtain all necessary approvals and submit to Purchasing.
4. Order will be placed and delivered to requestor site.

#### Lodging Purchases

1. Book reservation with conference hotel (NOTE: to avoid use of personal credit card request a courtesy confirmation)
2. Complete requisition in BEST at least 30 days before lodging date (NOTE: Vendor should be US Bank)
3. Once Purchase Order is approved submit PO and hotel confirmation form to PURCHASING for Payment
4. For Group Bookings of 5 or more rooms work directly with PURCHASING

*Note: District will pre-paid all lodging cost*

### Emergency Credit Card Purchases

**Defined** – Sudden, unexpected occurrence, requiring immediate action to prevent or mitigate the loss of district property or essential school site services and supplies.

*Under no circumstances will poor planning constitute the use of the district credit card.*

#### Emergency Purchases

Requisition must be approved by the Assistant Superintendent of Business Services and hand delivered to Purchasing for processing.

Revised 09-11-2019



