



# Administrative Regulation 3324 PURCHASE ORDERS

**Responsible Office:** Office of Business & Financial Services

## **REGULATION**

1. Any employee expending school district funds is responsible for complying with all legal requirements and school district purchasing regulations.
2. Small Purchases
  - a. The Purchasing Card Program provides an efficient and cost-effective method for purchasing and paying for small dollar transactions within established usage limits.
  - b. Each card will be assigned credit and transaction limits by the Office of Business and Financial Services. Violation of established credit limits or purchasing guidelines may result in loss of cardholder privileges.
  - c. The Office of Business and Financial Services is responsible for developing and implementing procedures for processing Purchasing Card transactions.

## **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This regulation reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future.
2. This regulation aligns with Board Policy 3324, Purchase Orders.

## **REGULATION HISTORY**

Date	Revision	Modification
11-11-1997	1.0	Adopted
10-24-2006	2.0	Revised