

PURCHASING AND ACQUISITION
PAYMENT PROCEDURES

CFF
(LOCAL)

COLLEGE DISTRICT-
ISSUED CREDIT
CARDS

The College President shall have the authority to approve the issuance of credit cards to facilitate the operations of the College District and to define procedures for their usage. The chief financial officer or designee shall obtain and issue credit cards. The purchasing coordinator shall be responsible for reviewing all credit card statements on a monthly basis in order to determine the authorization and appropriateness of all charges.