



**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2001-013
CONTACT: Rick Norris,
Purchasing Program
Director
TELEPHONE: 833-7643

TO: Principals/Department Heads and All Visa Card Holders
FROM: Patricia Wascom, Chief Financial Officer
DATE: 6/7/01
SUBJECT: Authorized Credit Card Users

A handwritten signature in cursive script that reads "Patricia Wascom".

When using the Bank of America Visa Card, according to paragraph nine, page four of the Purchasing Card Policy and Procedures approved by the school board, "The only person authorized to use the Purchasing Card is the person whose name appears on the Purchasing Card". The Purchasing Card is not a "School" or "Department" card for everyone's use. In order to avoid unauthorized or fraudulent purchases, it is essential for all school board personnel to strictly follow the Purchasing Card Policy and Procedures. Purchasing Cardholders not complying with this policy will have their credit card privileges revoked.

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