



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

FINANCE TAM: 2005-015
CONTACT: Richard D. Norris, CPPB
Program Director
Purchasing
TELEPHONE: 833-7668

TO: Principals/Department Heads/Child Care Coordinators
FROM: Patricia Wascom, Chief Financial Officer *Patricia P. Wascom*
DATE: April 13, 2005
SUBJECT: VISA Purchasing Cards for Purchase of Food and Admissions for Child Care

Due to the recent sanctions that are being imposed by Sam's Club and other vendors on the restrictive use of purchase orders and checks, Finance and Purchasing have revisited the use of the Visa card for the purchase of food and admission to entertainment establishments.

Child Care Coordinators may now use their assigned Visa card for the purchase of food and admissions to entertainment establishments (bowling, goofy golf, skating). If at any time you find that your Visa card is denied, call the Purchasing Department for an override.

Thank you for your assistance. Please contact Richard D. Norris at 833-7668 if you have questions or need special assistance.