



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

FINANCE TAM: 2009-044
CONTACT: Richard D. Norris
Director Purchasing
TELEPHONE: 833-7668

TO: Principals and Department Heads
FROM: Richard D. Norris, CPPB Director Purchasing *RNW*
DATE: June 2, 2009
SUBJECT: Annual Review of District Credit Cardholders

The Purchasing Department is initializing an annual review of all district credit cardholders. Attached for your review please find a list of the credit cardholders authorized to make purchases for your school/department. Please line through any name(s) you no longer wish to authorize, and return the credit card(s) with the signed Current Cardholder list to the Purchasing Department. If no changes to the list are necessary, please sign and return to the Purchasing Department.

Current Cardholder lists should be signed and returned to the Purchasing Department by Thursday, June 25, 2009. Should you have any questions, please contact Purchasing at 833-7668.