



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

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**FINANCE TAM:** 2012 - 005  
**CONTACT:** Richard D. Norris *RDN*  
Director of Purchasing  
**TELEPHONE:** 833-7668

**TO:** Principals and Department Heads  
**FROM:** Richard D. Norris, CPPB Director Purchasing  
**DATE:** August 8, 2011  
**SUBJECT:** Annual Review of District Credit Cardholders

The Purchasing Department is conducting its 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 Monday, August 22, 2011.** Should you have any questions, please contact Purchasing at 833-7668.