



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

FINANCE TAM: 2013- 005
CONTACT: Vince Windham, CPPB
Program Director of Purchasing
TELEPHONE: 833-7668

TO: Principals and Department Heads
FROM: Vince Windham, CPPB, *VW*
Program Director of Purchasing
DATE: August 22, 2012
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), along 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 Wednesday, September 5, 2012. Should you have any questions, please contact Purchasing at 833-7668.