

RESTRICTIONS AND OTHER INFORMATION

The purchasing card can only be used for Board authorized purchases in accordance with the requirements outlined in LCSB Administrative Procedure 6424 – Purchasing Cards.

Personal use of the purchasing card is strictly prohibited. Misuse of the purchasing card shall be subject to the immediate revocation of purchasing card privileges. Resolution of situations involving improper use of the purchasing card will be handled by the Purchasing Card Administrator in accordance with LCSB Policy & Procedure 6424 – Purchasing Cards.

[Click here to view the Purchasing Card Program Policy and Procedure Manual.](#)