

## CHARGE CARDS

For official district purchases and acquisitions the board authorizes the use of credit cards. The board shall approve any contract for the issuance of credit cards, including the credit limit. Credit cards may be issued to staff in the following positions: Superintendent, Assistant Superintendent, Director of Business Operations, Principals, Department Heads, Athletic Directors, and individual staff who make frequent purchases, which can only be practically paid for by credit card. The superintendent or his/her designee is responsible for the authorization and control of the use of credit card funds, subject to final board approval of payments.

Upon billing or no later than thirty (30) days of the billing date, the officer or staff member using a charge card shall submit a fully itemized expense voucher with appropriate receipts. Any charges not properly identified on the expense voucher or not allowed following review by the auditing officer shall be paid by the official or staff member. Any official or staff member who has been issued a charge card shall not use the card if any disallowed charges are outstanding.

The superintendent shall establish procedures for the issuance and use of charge cards.

Cross References: Board Policy 6213

Reimbursement for Travel Expenses

Legal References: RCW 42.24.115

Municipal corporations and political subdivisions — Issuance of charge cards to officers and employees for travel expenses

43.09.2855

Local governments — Use of credit cards

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