Charge Cards

The board authorizes the issuance of charge cards for district purchases, acquisitions and authorized travel. The board will 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
School Secretary

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 staff member using a charge card will submit a fully itemized expense voucher including receipts or invoices supporting purchases. Any charges not properly identified on the expense voucher, or not allowed following review by the auditing officer, will be paid by the official or staff member. Any official or staff member who has been issued a charge card will not use the card if any disallowed charges are outstanding.

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

Cross References:	6213 - Reimbursement for Travel Expenses
Legal References:	RCW 42.24.115 Municipal corporations and political subdivisions —Charge cards for officers' and employees' travel expenses RCW 43.09.2855 Local governments — Use of credit cards
Management Resources:	Policy News, April 2005 Credit Card Policy Updated

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