

CHARGE CARDS

The Board of Directors authorizes the use of Procurement Cards, which are a bank credit card account for individual, school and/or department use in making appropriate purchases and arranging approved travel. The Business Office is authorized to establish and maintain a Procurement Card program.

With supervisor approval, Procurement Cards may be issued to any individual, school and/or department of the district. All users of the Procurement Card will sign a User Agreement and will be responsible for all charges made on the account. The Procurement Card may be used only to make approved purchases which do not exceed the card's authorized dollar limitations.

Individual Procurement Card privileges will be revoked for any unauthorized use or abuse.

The Board of Directors shall have the use of Corporate Credit Cards for official district purchases. These cards are intended for use in situations where a purchase order is not accepted or not feasible. The Superintendent or his/her designee shall approve any contract for the issuance of credit cards including the credit limit, and is responsible for the authorization and control of the use of credit card funds, subject to final board approval for payments.

Cross Reference:

Board Policy 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