

CHARGE CARDS

The District authorizes the issuance of charge cards to officers and staff for district purchases, acquisitions and authorized miscellaneous travel. The District 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
- Principals
- Other Administrator
- Supervisors
- Accounts Payable
- Administrative Secretary
- ASB 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 officer or 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:	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
	43.09.2855	Local governments — Use of credit cards