

CREDIT CARDS AND PROCUREMENT CARDS

The district issues credit cards to be used for the purchase of fuel for buses, vans, and other district vehicles when the vehicle is being used for district-authorized travel or business. For other 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, Directors of Curriculum, Finance, Human Resources, Student Services, Technology, and Facilities.

Costco Visa cards may be issued to the CHS principal as the main card holder with additional cards issued to key positions in the following programs: CTE, Counseling, Athletics, CIT, and admin support.

The superintendent or his/her designee is responsible for the authorization and control of the use of credit cards, subject to final board approval of payments. The superintendent shall establish guidelines for the issuance and use of such credit cards.

The board authorizes the issuance of credit cards to officers and staff for the sole purpose of covering expenses incident to authorized travel. Upon billing or no later than thirty (30) days of the billing date, the officer or staff member using a credit card shall submit a fully itemized travel expense voucher. Any charges not properly identified on the travel 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 credit card shall not use the card if any disallowed charges are outstanding.

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

With supervisor approval, Procurement Cards may be issued to any employee 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 that do not exceed the card's authorized dollar limitations.

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

Cross References: Board Policy 6213

Legal References: RCW 42.24.115

43.09.2855

Reimbursement for Travel Expenses

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

Local governments — Use of credit cards

Adoption Date: June 14, 2021; January 28, 2013
Clarkston School District