

Section: **MANAGEMENT SUPPORT**

Policy Title: Charge Cards

The board authorizes the issuance of charge cards to officers and staff for district purchases, acquisitions and authorized travel. The board shall approve any contract for the issuance of credit cards, including the credit limit. Credit cards shall be issued to staff by a board approved resolution. The resolution shall include the credit card limit. 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 including receipts or invoices supporting purchases. 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: 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

Management Resources:
Policy News, April 2005 Credit Card Policy Updated

Adopted: February 12, 2007
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