

CHARGE/CREDIT CARDS

The board authorizes the issuance of charge/credit cards to officers and staff for district purchases and acquisitions and authorized travel. The board will approve any contract for the issuance of charge/credit cards, including the credit limit. One charge/credit card will be maintained in the District Business Office for emergency situations. Charge/credit cards may be issued to staff as determined by the Superintendent, or designee.

The Superintendent or his/her designee is responsible for the authorization and control of the use of charge/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/credit 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, will be paid by the official or staff member. Any official or staff member who has been issued a charge/credit card will not use the card if any disallowed charges are outstanding.

The superintendent shall establish procedures for the issuance and use of charge/credit cards.

Cross References: Board Policy 6213

Reimbursement for Travel
Expenses

Legal References: RCW 42.24.115

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

43.09.2855

Local governments — Use of credit
cards