

Charge Cards

The board authorizes the issuance of charge cards to officers and staff for district purchases, acquisitions and authorized travel. The board will approve any contract for the issuance of credit cards, including the credit limit. Credit cards may be issued to staff at the superintendent's discretion.

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.

A report through Accounts Payable will be available to the board each month that itemizes the credit card charges by transaction and purchaser.

The superintendent will promote responsible fiscal use of the cards and direct that the bill be paid in full each month.

The superintendent will determine procedures for the issuance and use of charge cards.

Cross References:	Model 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:	<i>Policy News</i> , April 2005	Credit Card Policy Updated