

**PROCUREMENT CARDS**

The Puget Sound Educational Service District Superintendent authorizes the issuance of procurement cards to staff for PSESD purchases, acquisitions and authorized travel. The Superintendent will approve any contract for the issuance of procurement cards, including the credit limit.

The Superintendent or his/her designee is responsible for the authorization and control of the use of procurement cards, subject to final board approval of payments.

On a weekly basis, the staff member using a procurement 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 staff member.

The Superintendent will establish procedures for the issuance and use of procurement cards.

Adopted: November 2013

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

Relevant PSESD Board Governance Policies: EL 8, Financial Management  
EL 9, Asset Management