

**CHARGE CARD AND PROCUREMENT CARD USE FOR  
DESIGNATED DISTRICT PERSONNEL**

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**CHARGE CARDS**

The Board authorizes the issuance of charge cards to the Superintendent and the District Office Executive Administrative Staff to be used for district purchases, acquisitions and expenses incident to authorized travel. Card use for personal purchases is strictly prohibited. District credit cards will not be used for purchases that would circumvent bidding required by law or district policy.

The Superintendent, or designee, is responsible for the authorization and control of the use of charge cards. Billing statements, invoices and/or receipt entries shall be verified for accuracy. Statements should be reconciled in a timely manner as to avoid late fees. All payments shall be subject to final Board approval.

**PROCUREMENT CARDS**

The Board authorizes the issuance and use of procurement cards to district administration officers and staff, which provides an effective method for purchasing small routine materials and supplies.

A separate procurement card will be issued for expenses incident to authorized travel.

The authorized use of procurement cards is a beneficial means to expedite payment to vendors and allows departments to delegate spending authority in a manner that facilitates day-to-day operations, removes the need for purchase orders, petty cash funds and expense reimbursements.

The procurement card may not be used to purchase capital project items, personal items, gift cards (except for appropriate use in ASB Funds), cash advances, the purchase of capital equipment, or any item that is not for the benefit of the district. The district shall set the credit limit for each card and place restrictions on the types of purchases allowable. Purchases may not be split to avoid the single transaction limit. District procurement cards shall not be used for purchases that would circumvent bidding required by law or district policy.

The Superintendent, or designee, is responsible for the authorization and control of the use of procurement card funds and shall establish procedures for the issuance and use of procurement cards.

Schools and/or departments are subject to periodic audits of procurement card activity. Significant failure to comply with district policy and procedure in the use or administration of the cards may result in cancellation of a card and/or disciplinary action, including employee termination.

**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

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