PROCUREMENT CARDS

The board authorizes the issuance of charge cards to officers and staff for official district business. 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. Procurement cards may be procurement cards, charge cards, purchase cards or credit cards.

The district is authorized to use procurement cards for the purpose of procuring supplies, materials, services and equipment The board also authorizes the use of a procurement card to pay for seminar registrations, lodging expenses, car rentals, airline tickets and other business travel related expenses. The superintendent or designee shall establish the authorized standard procurement limit per card. Control of procurement cards is the joint responsibility of the finance department, the department administrator and the cardholder.

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 procurement 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 to officers and employees for travel expenses
	43.09.2855	Local governments — Use of credit cards
	RCW 43.09.2855	Authorizes political subdivisions to use procurement cards
Management Resources:		
	Policy News, April 2005	Credit Card Policy Updated

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