CHARGE CARDS

The board authorizes the issuance of charge cards to officers and staff for district purchases, acquisitions and authorized travel. Credit cards may be issued to staff as determined by the superintendent and/or business manager. 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.

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 with receipts and/or invoices supporting purchases attached. Credit cards are strictly prohibited for personal use. 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 charge 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

Management Resources:
Policy News, April 2005 Credit Card Policy Updated

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School District Name: Newport
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