

FINANCIAL MANAGEMENT

Purchasing: Authorization and Control

The superintendent or his/her designee is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. The use of procurement cards is authorized for purchases of services, supplies, equipment, and travel. The superintendent or his/her designee shall establish requisition, purchase order, and procurement card procedures as a means of monitoring the expenditure of funds. Staff who obligate the district without prior proper authorization in accordance with district procedures may be held personally responsible for payment of such obligations.

All users of procurement cards will sign a User Agreement and will be responsible for all charges made on the account. Improper use of procurement cards will be reported to the Board of Directors and may result in disciplinary action including termination of employment. Employees will be held personally liable for all unauthorized and/or unallowable procurement card charges. All procurement cardholders will be issued a copy of the district Procurement Card Procedures and will adhere to these Procedures. The Business Manager may terminate an employee's right to use a procurement card at any time for any reason.

Legal Reference:	RCW 42.24.115	Charge cards for employee and officer travel expenses
	43.09.2855	Use of credit cards

Adopted: September 9, 1992
Amended: November 4, 2009