

POLICY – FINANCIAL MANAGEMENT CHARGE CARDS

6212

The Board authorizes the issuance of charge cards to officers and staff for official District purchases, acquisitions and authorized travel. The Board will approve any contract for the issuance of credit cards. Credit cards may be issued to staff in the following positions, if requested:

Superintendent
Board Members
Each Department and/or School as deemed necessary

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

Legal References:	RCW 42.24.115	Municipal Corporations and Political Sub Divisions-Issuance of Charge Cards to officers and employees for travel expenses
	43.09.2855	Local Governments-Use of Charge Cards
Adopted:	July 12, 1999	NTSD Board of Directors
Amended:	January 19, 2010	NTPS Board of Directors
	May 2, 2023	NTPS Board of Directors