

Charge Cards

The board authorizes the issuance of a charge card to the Superintendent. It is to be used for district purchases, acquisitions, registrations and authorized travel. The board will approve any contract for the issuance of credit cards, including the credit limit. Credit cards may be issued to staff in the following positions:

Building Principals

Department Supervisors which include, Technology, Maintenance and Grounds, and State and Federal Programs Director

Staff who are traveling for school business may check out a charge card from the Accounts Payable Manager. The card must be returned with all necessary receipts.

The Superintendent 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 Superintendent will submit an itemized expense voucher including receipts or invoices supporting credit card purchases.

Any charges not properly identified on the expense voucher, or not allowed following review by the auditing officer, will be paid for by the staff responsible for charges. Any official or staff member who has been issued a charge card will not use the card if any disallowed charges are outstanding.

The Superintendent will 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 43.09.2855	Municipal corporations and political subdivisions —Charge cards for officers' and employees' travel expenses Local governments — Use of credit cards
Management Resources:	<i>Policy News</i> , April 2005	Credit Card Policy Updated