

**Tumwater School District
Board Policy**

CHARGE CARDS

The Board of Directors of the Tumwater School District authorizes the use of credit cards and procurement cards for authorized school district purchases.

Travel cards will be provided by the district upon request from staff members. The use of these specific cards shall be limited to district travel expenses only, which include lodging, airfare, vehicle rental, meals not claimed as per diem, and other travel related expenses. Travel card users are personally responsible for any disallowed or inadequately documented charges made by them on the account. Travel card use may be denied to any individual for unauthorized use or abuse.

Procurement cards may be issued to an individual, school, and/or department for making authorized school district expenditures. Procurement cards may be used for district travel expenses as indicated above provided the travel has been preapproved and the proper documentation is in place. All procurement card users will sign a User Agreement and will be responsible for all charges made by them on the account. Procurement card privileges shall be revoked for unauthorized use or abuse.

Legal References: RCW 42.24.115

Municipal corporations and political subdivisions —Charge cards for officers' and employees' travel expenses

RCW 43.09.2855

Local governments — Use of credit cards

Management Resources:

Policy News, April 2005

Credit Card Policy Updated

ADOPTED: June 10, 2004

REVISED: December 12, 2013; December 11, 2014