



**Contact:**

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TO: Board of Directors

FROM: Ruth Floyd, Executive Director of Business Services

SUBJECT: Second Reading - Policy 6212 Procurement and Charge Cards

DATE: April 16, 2024

TYPE: Action Needed

This is the second reading and request for approval of revised Policy 6212 Procurement and Charge Cards. The policy is consistent with the Washington State School Directors Association (WSSDA) model policy with the exception of adding Procurement Cards to the language.

If you have any questions regarding the policy, please contact me.

**Recommendation: It is recommended that the Board approve the revisions to Policy 6212 Procurement and Charge Cards.**

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and is prepared for the future of their choice

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## PROCUREMENT AND CHARGE CARDS

The board authorizes the issuance of **procurement and** charge cards to officers and staff for district purchases, acquisitions, and authorized travel. The board will approve any contract for the issuance of **procurement and** credit cards, including the credit limit.

The superintendent or his/her designee is responsible for the authorization and control of the use of **procurement and** 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 **procurement or** charge card ~~shall~~**will** submit a fully itemized expense voucher including receipts or invoices supporting purchases. Any charges not properly identified on the expense voucher or not allowed following review by the auditing officer, will be paid by the official or staff member. Any official or staff member who has been issued a **procurement or** charge card will not use the card if any disallowed charges are outstanding.

The superintendent ~~shall~~**will** establish procedures for the issuance and use of **procurement and** 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

**Adoption Date: 3.18.03**  
**Stanwood-Camano School District**  
**Revised: 4.19.22**