

## CHARGE CARDS

The board authorizes the issuance of charge cards to officers and staff for district purchases, acquisitions and authorized lodging expenses. The board will approve any contract for the issuance of credit cards, including the credit limit. The card is to be used for emergencies and other purchases where the vendor will not accept a signed purchased order. Credit cards may be issued to staff in the following positions:

Superintendent  
Principal  
Administrative Assistant  
Maintenance  
Director  
Business Office (two CSD cards held)

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.

Upon billing or no later than thirty (30) days of the billing date, the officer or staff member using a charge card 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 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
Legal References:	RCW 42.24.115	Municipal corporations and political subdivisions--Issuance of charge cards officers and employees for travel expenses
	43.09.2855	Local governments--Use of credit cards
Management Resources:	Policy News, April 2005	Credit Card Policy Updated

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