

CHARGE AND PROCUREMENT CARD USE

CHARGE CARD

For official District purchases and acquisitions the board authorizes the use of credit cards. The Board shall approve any contract for the issuance of credit cards, including the credit limit. Credit cards may be issued to board members and administrators in the following positions: Board Members and Superintendent; and the District to be distributed as needed and approved by the Superintendent. 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 or payments.

The Board authorizes the issuance of charge cards to officers and staff for the sole purpose of covering expenditures incident to authorized travel. Upon billing or no later than ten (10) days of the billing date, the officer or staff member using a charge card shall submit a fully itemized travel expense voucher. Any charges not properly identified on the travel expenditure voucher or not allowed following review by the auditing officer shall be paid by the official or staff member.

The Superintendent shall establish procedures for the issuance and use of charge cards and may revoke their use by individuals exceeding the authorized use or not following District policy.

PROCUREMENT CARD

For official District purchases and acquisitions, the Board authorizes the use of procurement cards.

The Board shall approve any contract for the issuance of procurement cards, including the credit limit. The Superintendent or his/her designee is responsible for the authorization and control of the use of the procurement cards, subject to final Board approval of payments.

The Board approves the issuance of procurement cards to officers and staff provided they sign the Procurement Card User Agreement and Code of Conduct and Acknowledgement stating that if, for any reason, disallowed charges are not repaid by the cardholder before the procurement card billing is due and payable, the District shall retain a prior lien against and a right to withhold any and all funds payable to the employee up to an amount of the disallowed charges and interest at the same rate as charged by the company which issued the procurement card.

The Superintendent or his/her designee shall establish proper documentation and procedures relating to procurement cards that will fulfill internal controls as established by the State Auditor's Office and may revoke their use by individuals exceeding the authorized use or not following District policy.

The District-wide credit limit shall not exceed \$600,000 per month for the District and as indicated in the Procurement Card User Agreement for each designated user.

Legal References

RCW 42.24.115

Municipal corporations and political subdivisions—Issuance of charge cards to officers and employees for travel expenses

RCW 43.09.2855

Local governments—Use of credit cards

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