

new BP 6212
old 5343
pg 1071

PERSONNEL

Credit Card

The board authorizes the issuance of credit cards to officers and staff for the purpose of covering miscellaneous expenses. Upon billing or no later than ten (10) days of the billing date, the officer or staff member using a credit card for miscellaneous expenses other than travel shall submit a fully itemized expense voucher. Any charges not properly identified on the expense voucher, or not allowed following review by the auditing officer, shall be paid by the official or staff member. Any official or staff member who has been issued a credit card shall not use the card if any disallowed charges are outstanding.

When a credit card is used for travel expenses, the official or staff member has up to thirty (30) days after the billing date to file their itemized expense voucher. Available credit limit for credit cards is \$10,000 and cash advances are not allowed.

Cross Reference: Board Policy 5341

Reimbursement for Travel

Legal Reference: RCW 42.24.115

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

RCW 39.58

Adoption Date: July 16, 1996

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