

Procurement Cards

The Board Authorizes the issuance of procurement cards for official District purchases and acquisitions. Cash advances on the cards are prohibited. Statements will be verified and balanced by each Department or School Office. Any charges not properly identified as official purchases and acquisitions shall immediately be paid by the staff member. Any staff member who has been issued a procurement card shall not use the card if any disallowed charges are outstanding. Any staff member issued a procurement card will, prior to issuance, sign a memorandum of understanding outlining the specific conditions of issuance and use.

Legal References: RCW 43.09.2855 Local governments – Use of credit cards
 RCW 42.24.115 Municipal corporations and political subdivisions – Charge cards for officers’ and employees’ travel expenses