

## Charge Cards

The Board authorizes the issuance of charge cards to officers and staff for district purchases, acquisitions and authorized travel. The board will approve any contract for the issuance of credit cards, including the credit limit. Credit cards may be issued to staff in the following positions:

District Office, Superintendent, Business Manager  
Elementary Office, Elementary Principal  
High School Office, High School Principal  
Student Services / Middle School Office  
ASB

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.

The Superintendent will establish procedures for the issuance and use of charge cards.

Credit cards will be managed by the District Office and assigned to administrators. Approved staff members may check out the credit card as needed. All cards that are replaced will be returned to the business office for disposal. All disputes will be handled by the administrator's office that has been issued that card.

All charges must be approved with a purchase order first. A staff member may check out a credit card with their administrator's office after completing the Credit Card Use Agreement. Upon use of the credit card, all ITEMIZED receipts AND the credit card must be returned to the administrator's office by the next business day.

Only allowable, pre-approved expenses will be paid by the district. If any unallowable charges\* are made, the staff member will be required to reimburse the district. If this situation does occur, the first offense will be a written warning and the second offense will be a suspension in credit card use privileges.

\*Unallowable expenses: incidentals at motels, alcoholic beverages, any purchase without prior approval.

Cross References: 6213 - Reimbursement for Travel Expenses

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

Management Resources: Policy News, April 2005 Credit Card Policy Updated