

## **PROCUREMENT CARDS**

The board authorizes the issuance of procurement cards to officers and staff members for district purchases, acquisitions and authorized travel. Monthly corporate credit expenditures will not exceed \$200,000. The board will approve any contract for the issuance of procurement cards, including the credit limit. Procurement cards will be issued to staff members approved by the superintendent. The business office will report the list of cardholders to the board annually for review.

The superintendent or designee is responsible for the authorization and control of the use of procurement card funds, subject to board approval of payments. Purchases made with federal funds must have prior approval by the superintendent or designee.

Upon billing or no later than thirty (30) days of the billing date, the officer or staff member using a procurement 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 procurement card will not use the card if any disallowed charges are outstanding.

The superintendent will establish procedures for the issuance and use of procurement cards.

**Cross References:**

3510 - Associated Student Bodies  
6020 - System of Funds and Accounts  
6100 - Revenues from Local, State, and Federal Sources  
6210 - Purchasing Authorization and Control  
6213 - Reimbursement for Travel Expenses  
6215 - Voucher Certification and Approval  
6216 - Reimbursement for Goods and Services:  
Warrants

**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

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