

MANAGEMENT SUPPORT SERVICES

Charge 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 charge 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.

The Superintendent shall establish procedures for the management of charge cards.

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**Cross Reference:**

(cf. 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

Adoption Date: July 23, 1997

Revised: May 23, 2001

Revised: March 26, 2003