



## **MANAGEMENT SUPPORT**

### **Credit Cards**

The board authorizes the use of credit and procurement cards by officers and staff for district purchases, acquisitions and authorized travel. The board shall approve any contract for the issuance of credit cards, including the credit limit. The superintendent or his/her designee is responsible for the authorization and control of the use of charge and procurement card funds, subject to final board approval of payments.

Officers and staff members who use procurement cards are responsible for providing appropriate documentation of card transactions to the district.

Upon billing or no later than ten (10) days of the billing date, the officer or staff member using a credit or procurement card shall submit a fully itemized accounting of all charges, including receipts or invoices supporting purchases. Any charges not properly identified and documented 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 or procurement card shall not use the card if any disallowed charges are outstanding. If disallowed charges are not repaid before the credit or procurement card billing is due and payable, the district shall retain a prior lien against and right to withhold any and all funds payable to the employee up to the amount of the disallowed charges and interest at the same rate as charged by the company which issued the card.

The superintendent shall establish procedures for the issuance and use of credit and procurement cards and may revoke their use by individuals exceeding the authorized use or not following district policy.

Date Approved: 6/29/94  
Date Revised: 2/13/07  
Date Revised: 7/25/17

#### Cross Reference

Policy 6213 Reimbursement for Travel Expenses

#### Legal Reference

RCW 42.24.115 Municipal corporations and political subdivisions – issuance of charge cards to officers and employees for travel expenses.

RCW 43.09.2855 Local governments – Use of credit cards

#### Management Resources

Policy News, April 2005 Credit Card Policy Updated