

**PROCUREMENT CARDS**

The Board authorizes the use of procurement cards for the purpose of procuring supplies, materials, equipment, registrations, business travel expenses, and other District-authorized expenditures. The Superintendent or his/her designee is responsible for the authorization and control of the use of procurement card expenditures, subject to final Board approval for payments.

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

Officers and staff members must use procurement cards for District purposes only; procurement cards must not be used for personal expenses or any non-district purpose. Officers or staff members who use a procurement card for personal or non-district purposes must pay for those charges. Any official or staff member who has been issued a procurement card shall not use the card if any disallowed charges are outstanding.

The Superintendent or designee must establish written procedures for the issuance and use of procurement cards, including the authorized standard credit limit per card.



<i>CROSS REFERENCES</i>	<i>Policy 6213</i>	<i>Staff Travel</i>
<i>LEGAL REFERENCES</i>	<i>RCW 42.24.115</i>	<i>Municipal corporations and political subdivision— Issuance of charge cards to officers and employees for travel expenses</i>
	<i>RCW 43.09.2855</i>	<i>Local governments—use of credit cards</i>



<i>POLICY ADOPTED</i>	<i>March 8, 2004</i>
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