

PROCUREMENT CARDS

The board authorizes the use of procurement cards for official district business. The superintendent or his/her designee is responsible for the authorization and control of the use of procurement card funds, subject to final school board approval of payments. Purchase cards, charge cards and credit cards are considered procurement cards.

RCW 43.09.2855 authorizes political subdivisions to use procurement cards. The district is authorized to use procurement cards for the purpose of procuring supplies, materials, services and equipment. The board also authorizes the use of a procurement card to pay for seminar registrations, lodging expenses, car rentals, airline tickets and other business travel related expenses. The superintendent or designee shall establish the authorized standard procurement limit per card. Control of procurement cards is the joint responsibility of the finance department, the department administrator and the cardholder.

The superintendent and/or designee shall establish procedures for the issuance and use of procurement cards.

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

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