PROCUREMENT AND TRAVEL CARDS

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

Charges not allowed by the auditing officer shall be paid by the official or staff member. Any official or staff member who has been issued a procurement or travel card shall not use the card if disallowed charges remain outstanding beyond the established repayment date.

RCW 43.09.2855 authorizes political subdivisions to use credit cards. The district is authorized to use procurement cards for the purpose of procuring supplies, materials, and equipment costing less than $1,000. The board also authorizes the use of a travel procurement card to pay for seminar registrations, lodging expenses, car rentals, and other miscellaneous business travel related expenses. The authorized standard credit limit per card shall be established by the superintendent or designee. Control of their use is the joint responsibility of the purchasing department and the finance department.

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

Cross References: Board Policy 6213 Travel
6210 Purchasing: Authorization and Control

Legal References: RCW 42.24.115 Municipal corporations and political subdivisions – Issuance of charge cards to officers and employees for travel expenses
43.09.2855 Local governments – Use of credit cards

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