

CHARGE CARDS

The board authorizes the issuance of charge cards to officers and staff for district purchases, acquisitions and authorized travel. The board will approve any contract for the issuance of credit cards, including the credit limit for expenses (charge cards can not exceed the per diem limit for each meal). Credit cards may be issued to staff in the following positions: Board of Directors, superintendent, business manager, and staff based on traveling and purchase need as determined by the superintendent. The superintendent is responsible for the authorization and control of the use of credit card funds, subject to final board approval of payments.

Upon billing or no later than thirty (30) days of the billing date, the officer or staff member using a charge card will submit a fully itemized expense voucher including receipts or invoices supporting purchases. Any charges not properly identified on the expense voucher or not allowed following review by the auditing officer will be paid by the official or staff member. Any official or staff member who has been issued a charge card will not use the card if any disallowed charges are outstanding.

The superintendent will establish procedures for the issuance and use of charge cards.

Cards will be issued by the business manager after approval from the superintendent. The dated signature of the staff person to whom the card is issued will be kept as part of credit card log by the business manager. A copy, indicating the card and itemized receipts will be provided by the staff member upon return of the card and immediately following the purchases.

Cross References:

Board Policy 6213 Reimbursement for Travel Expenses

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

Management Resources:

Policy News, April 2005 Credit Card Policy Updated

Classification: Encouraged

Adoption Date:

Nespelem School District

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