

CLOVER PARK SCHOOL DISTRICT  
Policy Series: Management Support

Policy No. 6212

## Purchasing Cards

The board authorizes the issuance of purchasing-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.

The superintendent or designee is responsible for the authorization and control of the use of purchasing 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 purchasing cards.

Cross References: Board Policy 6213

Reimbursement for Travel Expenses

Legal References: RCW 42.24.115

Municipal corporations and political subdivisions —Charge cards for officers' and employees' travel expenses

43.09.2855

Local governments — Use of credit cards

Management Resources:

*Policy News*, April 2005

Credit Card Policy Updated

**Adoption Date: 07.14.97**

**Former Board Policy: 7110, 7111, 7112**

**Clover Park School District**

**Revised: 11.18.02; 10.08.12**

**Priority**