

## **Charge Cards**

### **Purpose**

The purpose of this policy is to establish the authorization, use and expensing of Valley School District credit cards.

### **Scope**

This policy applies to all Valley School District staff members who have been issued a District credit card.

### **Policy**

#### **1. AUTHORIZATION**

- 1.1. The Board shall approve any contract for the issuance of credit cards, including the credit limit.
- 1.2. The Board authorizes the issuance of charge cards to officers and staff for district purchases, acquisitions and authorized travel.
- 1.3. Credit cards may be issued to staff in the following positions:
  - (a) Administrators
  - (b) Managers
  - (c) District Purchasing Specialist
  - (d) Other positions as deemed necessary by the Superintendent
- 1.4. The Superintendent or designee is responsible for the authorization and control of the use of credit card funds, subject to final Board approval of payments.

#### **2. EXPENSE SUBMITTAL**

- 2.1. Non-travel related credit card purchases shall be preauthorized through the district requisition process.
- 2.2. As soon as practical and prior to the last day of each monthly billing cycle, the officer or staff member using a credit card shall submit fully itemized receipts or invoices supporting purchases.
- 2.3. Any charges not properly identified or not allowed following review by the auditing officer shall be paid by the official or staff member.
- 2.4. Any official or staff member who has been issued a credit card shall not use the card if any disallowed charges are outstanding.

### **3. ISSUANCE AND USE PROCEDURES**

3.1. The Superintendent or designee shall establish procedures for the issuance and use of charge cards.

#### **Related Procedures**

6101P1-Returned Checks

6213P1-Reimbursement for Travel Expenses

#### **Policy Cross References**

6101-Returned Checks

6213-Reimbursement for Travel Expenses

#### **Policy Legal References**

RCW 42.24.115 – Municipal corporations and political subdivisions – Issuance of charge cards to officers and employees for travel expenses.

RCW 43.09.2855 – Local governments – Use of credit cards

#### **Management Resources**

Policy News, April 2005 – WSSDA Credit Card Policy 6212 Updated

Valley School Board Resolution No. 8-06/07

#### **Policy History**

<b>Action:</b>	<b>Date:</b>
Approved by the Board	April 20, 2011
Revised	
Revised	
Revised	