

## CREDIT CARDS

For official district purchases and acquisitions the Board authorizes the use of credit cards. The Superintendent or his/her designee is responsible for the authorization and control of the use of credit card funds, subject to final Board approval of payments.

The Board authorizes the issuance of charge cards to officers and staff for the sole purpose of covering district authorized expenses. Authorization of all expenditures shall be made prior to use. Upon returning to the district, the officer or staff member using a charge card shall submit all receipts to the Business Manager. Any charges not properly identified or not allowed following review by the Business Manager shall be paid by the official or staff member. Any official or staff member who has been issued a charge card shall not use the card if any disallowed charges are outstanding.

Cash advances on credit cards are prohibited.

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

### Legal References:

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| RCW | 42.24.115  | Municipal corporations and political<br>Subdivisions—Issurance of charge cards<br>to officers and employees for travel expenses |
|     | 43.09.2855 | Local governments — Use of credit cards   |

**Adoption Date: September 16, 2002**  
**College Place School District No. 250**