

ANACORTES SCHOOL DISTRICT #103

Policy No. 6212
Management Support

CHARGE CARDS

The superintendent, or his/her designee is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year.

For official district purchases and travel the board authorizes the use of credit cards. The superintendent, or his/her designee is responsible for approving any contract for the issuance of credit cards, including the credit limit. The superintendent, or his/her designee shall establish procedures for the authorization, issuance 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 shall submit a fully itemized travel expense voucher. Any charges not properly identified on the travel expense voucher or not allowed following review by the auditing officer 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.

Credit card payments will be made timely in accordance with established payment procedures.

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

Cross References:	Board Policy	5341	Reimbursement for Travel
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

