

Charge Cards

Credit cards may be issued to staff in the following positions: Superintendent, Assistant Superintendent and Director of Finance and Operations.

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

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

RCW 43.09.2855

Local governments — Use of
credit cards

Management Resources: *Policy News*, April 2005 Credit Card Policy Updated

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