



Financial Management – Series 7000 Purchasing: District Procurement Card - 7323

The Board authorizes the use of procurement cards for individuals, schools, and/or departments for official District purchases and approved travel arrangements. The Superintendent or his/her designee shall establish and maintain a Procurement Card program.

All users of the Procurement Card will sign a PROCUREMENT CARD ISSUANCE AGREEMENT and will be responsible for all charges made on the account. The Procurement Card may be used only to make approved purchases which do not exceed the card's authorized dollar or transaction limitations. Cash advances are prohibited.

Any charges not properly identified as official purchases shall immediately be paid by the authorized user of the Procurement Card. While the disputed charges remain outstanding, all future activity shall be suspended until resolved. Procurement Card privileges shall be revoked if continual unauthorized use or abuse occurs.

All charges with appropriate authorizing documentation shall be submitted to the District Business Services office on a weekly basis. Charges will be verified and statements reconciled by Business Services.

Legal References:

- RCW 42.24.115 Municipal corporations and political subdivisions — Charge cards for officers' and employees' travel expenses
- RCW 43.09.2855 Local governments — Use of credit cards

Cross References:

- Board Policy 7320 Purchasing Authorization and Control
 - 7321 Purchasing: Bids and Contracts
 - 7335 Reimbursement for Travel Expenses

Adoption Date: 3/22/07