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**PROCUREMENT CARD**

The board authorizes the issuance of procurement cards to officers and staff for the purpose of purchasing supplies, materials and expenses incidental to authorized travel. Upon billing or no later than five (5) days of the billing date, the officer or staff member using a charge card shall submit a fully itemized expense voucher. Any charges not properly identified on the 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 procurement card shall not use the card if any disallowed charges are outstanding.

The superintendent shall establish procedures for the issuance and use of procurement cards and is authorized to revoke any procurement card.

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Cross References:	Board Policy 6312	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
Adoption Date:	12/02/97	
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