

Management Support

Charge Cards

For official district purchases and travel the Board authorizes the use of charge cards. The Superintendent or designee is responsible for approving any contract for the issuance of charge cards, including the credit limit.

The Board authorizes the following system for the issuance, use and control of charge cards to district staff for the sole purpose of covering expenses for authorized travel or for official district purchases.

The Superintendent or designee is authorized to obtain district charge cards under the following system, which provides for distribution, authorization, control, credit limits and payment of charge cards bills. These include:

- **Issuance and Use.** Charge cards may be issued to Snohomish School District employees for the purchase of goods, supplies, registration, training or travel expenses in connection with the performance of their duties on behalf of the district.
- **Distribution, Authorization and Control.** Upon authorization from the Superintendent or designee, district employees may obtain charge cards from the Accounting Department while will distribute cards and maintain documentation of issuance and receipt of the charge card. The Superintendent or designee will implement accounting controls to ensure the proper use of charge cards as set in the Procurement Card Handbook.
- **Credit Limits.** The maximum monthly credit limit will be established by the Superintendent or designee.
- **Payment of Bills.** Payment of charge card bills will occur on or before the due date.
- **Unauthorized Charges.** No district employee will use district issued charge card for non-district purposes. Unauthorized or inappropriate use of a district charge card mad result in discipline.
- **Cash Advances.** Cash advances on charge cards are prohibited.
- **Travel Expenses.** If the charge card issued is used for covering expenses relating to authorized travel, the staff member who used the charge chard must submit a fully itemized travel expense voucher within three days after the last day of approved travel.

Charges not properly identified, or not allowed following review by the auditing officer, must be paid by the individual staff member within (30) thirty days of the charge card billing date. If disallowed charges are not repaid before the charge card billing is due, the district may withhold funds payable or to become payable to the staff member up to the amount of the disallowed charges and interest at the rate charged by the company that issued the charge card (VISA, Mastercard, etc.). Any staff member who has been issued a charge card may not use the card if any disallowed charges are outstanding and must surrender the card upon demand of the auditing officer. The district has unlimited authority to revoke the use of any charge card issued for staff.

Any benefit or rewards earned or accrued through the use of a district charge card are considered district property and may not be used for non-district purposes.

Cross References:	Board Policy 6213 Board Policy 6210	Reimbursement for Travel Expenses Purchasing Authorization and Control
Legal References:	RCW 42.24.115 RCW 43.09.2855	Municipal corporations and political Subdivisions – charge cards to officers and employees for travel expenses Local governments – Use of credit cards
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