**Policy: 6212
Section: 6000 - Management Support**

**Charge Cards**

The board authorizes the issuance of charge cards to officers and staff for district purchases, acquisitions and authorized travel. 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.

Upon billing or no later than thirty (30) days of the billing date, the officer or staff member using a charge card will submit a fully itemized expense voucher including receipts or invoices supporting purchases. Any charges not properly identified on the expense voucher, or not allowed following review by the auditing officer, will be paid by the official or staff member. Any official or staff member who has been issued a charge card will not use the card if any disallowed charges are outstanding.

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| 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  |
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Adoption Date: 9-28-09; Revised Date: 4-26-16

Easton School District