

PURCHASE CARDS

The board authorizes the issuance of purchase cards to officers and staff for district purchases, acquisitions, and authorized travel. This includes both credit cards and procurement cards.

The board shall approve any contract for the issuance of purchase cards, including credit limits. The superintendent or his/her designee is responsible for the authorization and control of the use of charge card funds, subject to final board approval of payments.

The purpose of purchase card programs is to improve the efficiency, flexibility, and convenience related to purchasing goods and services. Purchase cards provide an alternative procurement method for purchases. They are not intended to be considered a procurement approach, or to be used to avoid or bypass purchasing policies. Rather, purchase cards are to be used within the same statutes, rules, policies, and procedures as purchases by any other means of payment.

Within five (5) days of the receipt of each billing statement, the officer or staff member using a purchasing card shall 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 shall be paid by the official or staff member. Any official or staff member who has been issued a purchase card shall not use the card if any disallowed charges are outstanding.

All credit cards and purchasing cards are the property of the district. Any staff member who has been issued a purchase card or credit card shall immediately surrender such card if requested to do so by the superintendent or his/her designee. Any staff member who has been issued a purchase card or credit card shall at the earliest possible opportunity notify the superintendent if the card(s) are lost or stolen.

Acceptable uses of purchase cards include:

1. Goods and services for official district purposes purchased in person, by mail, by phone, or over the internet.
2. Purchases complying with all applicable district and state statutes, rules, policies, and procedures.
3. Purchases within spending and other limits established on the card.

Unacceptable uses include, but are not limited to:

1. Cash Advances.
2. Purchases in excess of the limits authorized for the card.
3. Gifts/donations.
4. Splitting purchases to circumvent the daily or monthly purchase limits on a card, or to avoid competitive bidding limits or purchasing authority limits.
5. Purchases from any merchant, product, or service normally considered to be inappropriate use of district funds, including, but not limited to:
 - Items for personal use
 - Materials or services from any member of the card user's immediate family

Green Mountain School District No. 103

Effective Date: May 23, 2018

Board Policy 6212

Section: Management Support

- Equipment, materials, services, or supplies restricted by district or state statutes, rules, policies, procedures, guidelines or contractual agreements
- Alcoholic beverages or other intoxicating substances

The superintendent shall establish procedures for the issuance and use of purchase cards.

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

Classification: Priority

Adopted by the Board of Directors: 05/22/2018

Revised by the Board of Directors: TBD