

Purchasing and Travel 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 Purchasing charge card (P-Card) and Travel charge cards.

Charges not allowed by law, policy, or procedure shall be paid by the official or staff member who incurred the charges. Any official or staff member who has been issued a P-Card or Travel card shall not use the card if disallowed charges remain outstanding beyond the established repayment date.

In addition to use of P-Cards for the purpose of, as authorized by the state, purchasing supplies, materials, and equipment, the Board also authorizes the use of P-Cards or Travel cards to pay for seminar registrations, lodging expenses, car rentals, and other miscellaneous business travel related expenses. The authorized standard spending limits per card shall be established by the superintendent or designee. Charge card oversight is the joint responsibility of the purchasing department and the finance department. The purchasing department will manage issuance and maintenance of cards. The finance department will be responsible for payment and reconciliation of accounts and reviewing and resolving issues with charges.

The superintendent will establish procedures for the issuance and use of Purchasing and Travel charge cards.

Cross References: Board

Policy 6210
Board Policy 6213

Purchasing: Authorization and Control
Reimbursement for Travel Expenses

Legal References:

RCW 42,24.115
43.09.2855

Municipal Corporations and political
subdivisions-Issuance of charge cards to
officers and employees for travel expenses
Local Governments – Use of credit cards

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