

# Walla Walla Public Schools

## BOARD POLICY

Policy No. 6212

### CREDIT CARDS AND PROCUREMENT CARDS

The district issues credit cards to be used for the purchase of fuel for busses, vans, and trucks when the vehicle is being used for district authorized travel or business. The superintendent or his/her designee is responsible for the authorization and control of the use of credit cards, subject to final board approval of payments.

The superintendent shall establish guidelines for the issuance and use of such credit cards.

The Board of Directors of Walla Walla Public Schools authorizes the use of Procurement Cards, which are a bank credit card account for individual use in making appropriate purchases and arranging travel. The Business Office is authorized to establish and maintain a Procurement Card program.

With supervisor approval, Procurement Cards may be issued to any employee of the district. All users of the Procurement Card will sign a User Agreement and will be responsible for all charges made on the account. The Procurement Card may be used only to make approved purchases which do not exceed the card's authorized dollar limitations.

Individual Procurement Card privileges will be revoked for any unauthorized use or abuse.

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Cross References: Board Policy 6213

Legal References: RCW 43.09.2855

RCW 42.24.115

Reimbursement for Travel Expenses

Local governments--Use of credit cards

Municipal corporations and political subdivisions –

Charge cards for officers' and employees' travel expenses

**Adopted by the Board: July 16, 2002**

**Revised: October 7, 2003**

**Revised: March 4, 2008**

**Revised: December 15, 2009**