

**District Credit Card Usage**

The Board of Directors authorizes the issuance of charge cards to eligible employees on an as needed basis for school related purposes. School credit cards may be used for the following purposes:

1. Travel Usage:
  - a. Lodging
  - b. Airfare reservations; and
  - c. Emergency items related to the purpose of the travel.
  
2. Other Usage:
  - a. For the purchase of materials, supplies or equipment when authorized by the Business Manager.
  - b. Emergency purchases for school-related items where there is insufficient time to follow regular procedures for purchase orders and vouchers.

Cross Reference: 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

Adoption Date: 07-25-05