

## **Purchasing Policy: Procurement Cards**

The Board authorizes the issuance of procurement cards to staff for ESD purchases, acquisitions and authorized travel. The Superintendent, or his/her designee, shall approve any contract for the issuance of procurement cards, including applicable credit limits.

The Superintendent shall develop procedures for authorization and control of the use of procurement cards.

Upon billing, or no later than timelines established in the procedures, staff using a procurement card shall submit a full accounting for charges incurred, including authorization records, receipts or invoices supporting purchases and other required supporting documentation. Any charges not properly supported or not allowable upon review of the charges made, in accordance with ESD purchasing policies and procedures, shall be paid by the staff member incurring the charges.

*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*

*Cross References:*                      *6210 Purchasing Policy: Authorization and Control*  
*6211 Purchasing: Procurement*  
*6213 Travel*  
*6215 Purchasing: Voucher/Warrants Approval & Certification*

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