

Purchasing Cards

The superintendent or his/her designee is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. The use of purchasing cards is authorized for purchases of services, supplies, and travel directly related to official district business.

All users of purchasing cards will sign a Memorandum of Understanding and will be responsible for all charges made on the account. Improper use of purchasing cards may result in disciplinary action including termination of employment. Employees may be held personally liable for all unauthorized and/or unallowable purchasing card purchases. The superintendent or designee may terminate an employee's privilege to use a purchasing card at any time.

The superintendent or designee will develop district Purchasing Card Procedures to ensure compliance with this policy and applicable laws.

Legal References

RCW 42.24.115 Charge Cards for Employee Travel Expenses

RCW 43.09.2855 Use of Credit Cards

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Edmonds School District
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