

Lynden School District No. 504
BOARD POLICY

No 6212

Charge Cards

Credit cards may be issued to staff in the following positions: Superintendent, Director of Finance and Operations..

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

The superintendent or his/her designee is responsible for the authorization and control of the use of credit card funds subject to final board approval of payments.

Cross References: Board Policy 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

RCW 43.09.2855

Local governments — Use of
credit cards

Management Resources: *Policy News*, April 2005 Credit Card Policy Updated

Adoption Date: June, 2005

Revised: June 11, 2015