

**District Credit Card Usage**

The Board of Directors authorizes the issuance of charge cards to eligible Yakima School District employees for the purpose of covering expenses for authorized travel and district supplies and services in lieu of purchase orders.

An eligible employee is defined as any employee of the Yakima School District who has successfully completed the Financial Services Purchasing Credit Card Training.

The superintendent shall direct the assistant superintendent of business support services to develop processes regarding credit card usage. Yakima School District regulations will be detailed in the Financial Services Purchasing Credit Card Manual.

Cross references:  
(cf.: 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

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