

**WASHINGTON LOCAL  
CREDIT CARD CHARGE FORM**

The Board recognizes the efficiency and convenience afforded the day-to-day operation of the District through the use of credit cards under the supervision of the Treasurer. **However, credit cards are not to be used to circumvent the general purchasing procedures required by State law and Board policies.**

The Board authorizes the use of credit cards in the following manner:

1. All credit cards issued to and in the name of the District shall be held and **supervised by the Treasurer** and used only for approved District related activities.
2. Credit cards may be used only for District related purchased services and supplies. Personal use is prohibited and a purchase order must be received before checking out the credit card.
3. **Federal Fund purchases may not be charged to the credit card, without prior approval given by Curriculum Director, Student Services Director, Career & Technical Director, Superintendent or Treasurer.**
4. **Purchases over \$500 (excludes field trips) and the purchase of gift cards are prohibited unless prior approval from Treasurer or Superintendent.**
5. Tips may be permitted within reason, never to exceed 20%. Alcohol purchases are strictly prohibited.
6. The Treasurer will maintain a detailed record of all credit card use.
7. **Itemized** receipts and appropriate form(s) are to be returned with the credit card to the Treasurer upon completion of approved use. Failure to turn in receipts and appropriate form(s) to the Treasurer by next business day may/will result in revocation of district card privileges for you, your building and/or department. **The Building Administrator and/or user are responsible for any unsubstantiated or unrelated purchases.**
8. All itemized receipts and charge form must be submitted the **next business day** to the Treasurer.
9. **The district is tax exempt:** We are prohibited by law to pay sales tax. Please verify that tax has not been charged before completing the purchase. **You will be personally responsible for any sales tax charges.**
10. **A Purchase Order to Fifth Third vendor# 13562 is required to check out the credit card, no exceptions.**

Employee Name: \_\_\_\_\_

Date/Time Checked out: \_\_\_\_\_  
Date Time

Date/Time Returned: \_\_\_\_\_  
Date Time

Total Amount Charged: \$ \_\_\_\_\_ Vendor name: \_\_\_\_\_

**I have read the above rules for use of the District Credit card and agree to adhere to them, including having no sales tax charges (or reimbursement included), submitting all itemized receipts, and turning in the credit card promptly.**

\_\_\_\_\_  
Employee Signature Building Name \_\_\_\_\_

\_\_\_\_\_  
Principal/Administrator Approval Purchase Order Number \_\_\_\_\_

Purpose of Purchase \_\_\_\_\_