**Operating Policy No. 6212**

**Management Support**

**PROCUREMENT CARDS**

Puget Sound Educational Service District (PSESD) establishes the Procurement Card (P-card) program to increase purchasing efficiency by enabling the direct purchases of low dollar, high volume commodities, as well as limited services and authorized travel expenses.

The Superintendent or designee is responsible for the authorization and control of the use of procurement cards subject to final Board approval of payments and authorizes the Director of Business Service to administer P-card program for the ESD.

The Business Office will establish procedures for the issuance and use of P-cards, conduct training, monitor policy compliance, and assist staff with inquiries related to the program. P-card users are required to comply with all P-card policies and procedures.

Adopted: November 2013

Revised: August 2021

Relevant PSESD Board Governance Policies: EL 8 Financial Management

EL 9 Asset Management

Cross References: Operating Policy No. [6213 Reimbursement for Travel Expenses](http://boarddocs.com/wa/wssda/MC.nsf/Index?Open&policyid=8U72VS041185)

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 of credit cards