

# Chapter 200-370 WAC

## OFFICE OF STATE PROCUREMENT

### WAC

200-370-010	Use of credit, charge cards or purchasing cards.
200-370-015	Distribution of credit, charge cards or purchasing cards.
200-370-020	Credit limits.
200-370-025	Payment of credit or purchasing card bills.

**WAC 200-370-010 Use of credit, charge cards or purchasing cards.** All credit, charge cards or purchasing cards, other than those for gasoline, vehicle rental, travel, and telephone, shall be ordered by the director of an agency or designee. It shall not be mandatory upon an agency to obtain credit, charge cards or purchasing cards.

[Statutory Authority: 2011 c 43. 11-23-093, recodified as WAC 200-370-010, filed 11/17/11, effective 11/17/11. Statutory Authority: Chapter 43.19 RCW. 99-15-070, § 236-48-250, filed 7/19/99, effective 8/19/99. Statutory Authority: RCW 43.19.180 - 43.19.1932 and 43.19.520 - 43.19.538. 89-17-094 (Order 89-02), § 236-48-250, filed 8/22/89, effective 9/22/89. Statutory Authority: Chapter 43.19 RCW. 83-18-004 (Order 83-03), § 236-48-250, filed 8/26/83.]

**WAC 200-370-015 Distribution of credit, charge cards or purchasing cards.** Agency heads (or their designees) shall institute a system for responsibility, control and distribution of credit, charge or purchasing cards within each agency. Control shall be so structured that, upon request of the office of state procurement, each agency will be able to report the number of cards used, the type of cards used, the amount of purchases made by card within a stated time together with any problems they have encountered.

[Statutory Authority: 2011 c 43. 11-23-093, recodified as WAC 200-370-015, filed 11/17/11, effective 11/17/11. Statutory Authority: Chapter 43.19 RCW. 99-15-070, § 236-48-251, filed 7/19/99, effective 8/19/99. Statutory Authority: RCW 43.19.180 - 43.19.1932 and 43.19.520 - 43.19.538. 89-17-094 (Order 89-02), § 236-48-251, filed 8/22/89, effective 9/22/89. Statutory Authority: Chapter 43.19 RCW. 83-18-004 (Order 83-03), § 236-48-251, filed 8/26/83.]

**WAC 200-370-020 Credit limits.** When an agency determines that the use of credit, charge or purchasing cards will be to its advantage, the source will be the existing state contract. The office of state procurement will establish an aggregate credit limit for each agency. Each agency director will then establish a credit limit for each card ordered within that aggregate limit. Any requests for exception to the agency aggregate monetary limit must be made in writing by the agency head to the director, office of state procurement, who will approve or deny. Dollar limitations shall not apply to travel related expenditures such as food, lodging, airfare, and vehicle rental.

[Statutory Authority: 2011 c 43. 11-23-093, recodified as WAC 200-370-020, filed 11/17/11, effective 11/17/11. Statutory Authority: Chapter 43.19 RCW. 99-15-070, § 236-48-252, filed 7/19/99, effective 8/19/99. Statutory Authority: RCW 43.19.180 - 43.19.1932 and 43.19.520 - 43.19.538. 89-17-094 (Order 89-02), § 236-48-252, filed 8/22/89, effective 9/22/89. Statutory Authority: Chapter 43.19 RCW. 83-18-004 (Order 83-03), § 236-48-252, filed 8/26/83.]

(11/17/11)

**WAC 200-370-025 Payment of credit or purchasing card bills.** Statements received from the financial institution or firm issuing credit or purchasing cards shall be handled in the same manner as an invoice bearing a prompt payment discount. Payments shall be made in full each month to avoid late payment penalties or interest charges imposed by credit card issuers.

[Statutory Authority: 2011 c 43. 11-23-093, recodified as WAC 200-370-025, filed 11/17/11, effective 11/17/11. Statutory Authority: Chapter 43.19 RCW. 99-15-070, § 236-48-253, filed 7/19/99, effective 8/19/99; 83-18-004 (Order 83-03), § 236-48-253, filed 8/26/83.]