



Subject: Credit Cards

Effective Date: June 7, 2018

Approved By: Board of Directors

Policy: 3003.1

The purpose of issuing a credit card is to increase purchasing flexibility for key staff members, including but not limited to conferences, travel, materials needed immediately, certain online purchases, and other unforeseen expenses which cannot conveniently be charged and handled in the usual manner (POs). The use of a credit card should not circumvent the established purchasing process. The school is authorized to issue credit cards for the CalCard program administered through US Bank, Home Depot, Wex Fuels, and others as needed. All requests for additional accounts or credit must be submitted to Finance with the purpose of the request. At no time is anyone permitted to open a credit account that has not been authorized by Finance.

1. The issuance of a credit card in an individual's name is determined by the position control system maintained by Human Resources. The credit limit of all credit cards is determined by the Director of Business (under the direction of the Superintendent and Assistant Superintendent of Business).
2. The individual named on each card will be responsible for documenting and justifying all expenditures made from it, and should keep it under their direct control at all times.
3. Each charge to the credit card must be supported by a physical receipt or other evidence of the expenditure. This receipt or other evidence **MUST** contain detail of the item or items purchased. A credit charge receipt showing only the amount of the charge is not sufficient and will be rejected as supporting documentation. Affidavits may be used for missing receipts, however, they should not take the place of retaining and submitting original receipts.

4. The credit card should only be used for expenditures directly related to that individual's position and level of responsibility or program within the organization (i.e., Director of IT should generally not be purchasing textbooks, Assistant Superintendent of Education should generally not be purchasing computers, etc.). IT purchases must be approved and should not be made on an individual's company card, as equipment must be tracked for inventory recording purposes.

5. No school credit card may be used for cash advances or withdrawals at any time, even if the cash is to be used for a company-related purpose.

6. **NO COMPANY CARDS CAN BE USED TO PURCHASE ALCOHOL OR TOBACCO.**

7. All receipts or other evidence, including the reconciled statement of credit card purchases for each month MUST be provided to Finance by the 5th of the following month. Failure to provide the statement with supporting documentation may cause suspension of the individual's card or cancellation.

8. If an individual credit limit is exceeded in a given month and additional purchasing is required during that month, the individual may request funds via email to the Director of Business, with the purpose, etc. Credit limit adjustments will be considered as to the business necessity and provided on a temporary basis as approved by both the Director of Business and the Assistant Superintendent of Business.

9. Failure to follow these established processes places the credit account in jeopardy of suspension. As such, strict adherence is necessary for the smooth continued operation. If these processes are not strictly adhered to, the employee will be subject to disciplinary action and/or credit card privileges being revoked.

ACKNOWLEDGEMENT OF POLICY

SIGNATURE

DATE

NAME, TITLE