

**Subject:** Credit Cards  
**Approved By:** Board of Directors  
**Policy:** 3003.1



- HARBOR SPRINGS CHARTER SCHOOL**  
Effective Date: 06/07/2018  
Revised Date: 06/06/2024
- VISTA SPRINGS CHARTER SCHOOL**  
Effective Date: 06/07/2018  
Revised Date: 06/06/2024
- PACIFIC SPRINGS CHARTER SCHOOL**  
Effective Date: 06/07/2018  
Revised Date: 06/06/2024

The School has chosen to participate in identified credit card programs to conduct business that is not routine. 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 and may result in the user's removal from the program. 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 the Assistant Superintendent of Business, or designee with the purpose of the request, amount requested and rationale for the need. At no time is anyone permitted to open a credit account that has not been authorized by the designated individual above.

1. The issuance of a credit card in an individual's name is determined by the position control system and/or identified need. The credit limit of all credit cards is determined by the CalCARD administrator (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. While it is recognized that a card may be used within a department, the cardholder is ultimately the responsible party. The individual will be billed for any and all inappropriate or undocumented expenses.
3. Each charge to the credit card must be supported by an itemized receipt or other evidence of the expenditure. This receipt or other evidence **MUST** contain details 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. It is expected that affidavits be used rarely and not as regular supporting documentation. Affidavits continually used for restaurant purchase may be viewed as a means to circumvent the process and could be billed as an inappropriate expense. While it is understood that cardholders may want to use the card to purchase services or items related to an event, i.e., food, it is essential that only those items that are currently allowed by either policy, procedures or known practices are authorized. Failure to follow this will result in the cardholder receiving an invoice.

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 i.e. tip, etc.

**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. While the 5th of the subsequent month is the general due date, Finance may request an earlier due date based on financial closing deadlines.

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 CalCARD Administrator, 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 CalCARD Administrator and the Assistant Superintendent of Business. As limits of the issued credit card are a function of the overall account usability, credit limit increases will be limited to no more than 4 attempts per year.

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 may be subject to disciplinary action and/or credit card privileges being revoked.

This policy will be distributed to each cardholder on an annual basis to acknowledge processes, procedures, and policy. Failure to acknowledge the receipt of the policy may result in the removal of credit card privileges.

ACKNOWLEDGEMENT OF POLICY

---

Signature

---

Date

---

Name

---

Title