Higher Ground Academy

Adopted:_ Date unknown___
Revised:_ November 19, 2024_

207 SCHOOL CORPORATE DEBIT/CREDIT CARD POLICY

1. PURPOSE

The purpose of this policy is to outline guidelines for the use and payment of a school corporate credit card for education and business-related expenses.

2. SUMMARY

2.1. The school corporate card cannot be used for cash advances, personal or non-business related purchases or the purchase of alcohol

- All entities are tax-exempt. As such when using the credit card, the user should ensure that the vendor is provided with the tax-exempt forms and that, when possible, they are not charged state sales tax.
- Card numbers should not be distributed beyond the cardholder's designee and should not be saved in online accounts to which others have access.
- The cardholder is responsible for ensuring the credit card purchases are within budget and properly approved.
- Receipts need to be turned in no later than one week of the closing date of the statement.
- Any receipts for meals or entertainment must clearly indicate the names of all persons attending the meal and the business purpose of the meeting.

BACKGROUND

The preferred payment method is through vendor invoices. This method allows for budget compliance and insures that the organization gets certain discounts and does not pay sales taxes. However, in some cases, this is not feasible for a variety of reasons. As such, select people are provided with corporate credit cards.

ELIGIBILITY

Only personnel specifically authorized by the school are provided with corporate credit cards.

ALLOWABLE USES

School corporate credit cards are for business purposes only of the entity for which the card is issued. School corporate cards shall not be used for cash advances for any

reason. **Under no circumstances shall a school corporate card be used for the purchase of alcohol.** School corporate credit cards are not intended for purchases that can otherwise be paid for using corporate checks. Instead they are intended for vendors that do not accept corporate checks, purchases during travel or emergency purchases.

TAX EXEMPTION

All school entities are exempt from state sales tax. The documentation is available upon request from the school operations staff. All purchasers should provide this information to vendors at the time of purchase and do what is feasible to ensure that they are not paying state sales tax on purchases.

7. **CARD NUMBER SECURITY**

The person whose name the school corporate credit card is in is solely responsible for all purchases on the card and ensuring that their credit card number is not used by unauthorized personnel. As such, the school cardholder shall NOT share their card number with anyone other than their official designee. In addition, the credit card should not be stored in an online account that anyone other than the cardholder and their designee have access to.

8. **APPROVALS**

All purchases with corporate cards are to be expressly approved by the card holder. No purchases shall be made for amounts not included in the budget.

9. **STATEMENTS**

Credit card statements are mailed directly to the school. The receptionist who receives the mail then scans the statements and emails it to the Chief of Operations.

10. **RECEIPTS**

The credit card holder is responsible for receiving, printing and retaining all receipts related to credit card purchases. This includes receipts related to online purchases and restaurant purchases. The cardholder or their designee shall label all receipts with a description of what it is for to ensure proper coding by the accountant. **All receipts must be submitted to the finance department within one week of the closing date of their statement.** Original receipts should be given to the Business Administrator within a week of the closing of the statement (with a copy retained by the card holder or their designee. If a receipt is accidentally lost, a written description of the items and cost must be submitted by Executive Director (or their designee).

11. **TERMINATION**

Upon the termination of employment of a cardholder for any reason, all cards must be cancelled and returned to the designated person, along with any other company owned items.

12. **POLICY VIOLATIONS**

12.1. Violations of this policy may result in anything from a warning to cancellation of the card to termination, depending on the severity of the violation. The following is the progression of violations:

- A cash advance, use of the card for non-business purposes, or use of a school card for alcohol – Either cancellation of the card or termination, at the discretion of the Executive Director
- Use of the card by an unauthorized person (or transaction) – Any instances will be reported to the Executive Director along with the cardholder and may result in termination.
- First minor offense: If all receipts are not provided by the deadline

(Receipts under $25 maybe exempted), a warning will be issued.

- Second minor offense within 6 months: If all receipts are not provided by the deadline (receipts under $25 maybe exempted) a second time, a second warning will be issued along with a reduction in the credit line.
- Third minor offense within 6 months: If all receipts are not provided by the deadline (receipts under $25 maybe exempted) a third time within 6 months, the card will be cancelled.