

Credit Card Policy

For purposes of this policy, “credit cards” are defined to include any bank- or financial institution-issued credit card account, store-issued credit card account, affinity credit card account, or any other credit card account allowing the holder to purchase goods or services on credit, or any debit or gift card account related to the receipt of grant money. The Board recognizes the convenience and efficiency afforded by the use of School credit cards. A credit card shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or School-related activities and that only those types of expenses that are for the benefit of the School and serve a valid and proper public purpose shall be paid for by credit card. As such, employees are required to abide by the following guidelines when using a School credit card.

1. All credit cards and any instruments related to the account, including checks, shall be applied for, acquired, or cancelled at the direction of the Board’s designated fiscal agent and shall be issued to and in the name of the School. Any changes to credit card terms requiring consumer authorization, including changes to individual credit limits, shall be approved by the Board’s designated fiscal agent. Any changes to the School’s total credit card limit shall be approved by the Board. The maximum credit card limit approved by the Board for all cards is \$100,000.
2. Upon issuance, all credit cards and instruments related to the account shall be managed, held and supervised by the Board’s designated fiscal officer (“Credit Card Holder”).
3. The Board’s designated fiscal officer may authorize any employee to use a credit card when the Board deems such use necessary or convenient.
4. Subject to the discretion of and the approval of the Board’s designated fiscal officer, credit cards may be used for eligible goods and services including:
 - a. Transportation reservations and expenses.
 - b. Conference registrations.
 - c. Hotel reservation guarantees and expenses.
 - d. If monies are budgeted and deposited with the Principal in advance, credit cards may be used by employees for student trips and competitions for safety and security reasons.
 - e. Reasonable real expenses, including a maximum gratuity of twenty percent (20%), but excluding alcoholic beverages, since the purchase of such beverages clearly fails to serve a valid and proper public purpose.
 - f. Purchases from vendors who do not accept purchase orders or vouchers, with prior approval from the designated fiscal officer of the Board.
 - g. Other purchases approved by the Board on a case-by-case basis.
5. Credit cards shall not be used for personal purchases or expenditures not allowed under this guideline. In particular, credit cards shall not be used for expenses that are not incurred in connection with Board-approved or School-related activities, are not for the benefit of the School, and do not serve a valid and proper public purpose. Use of credit cards in an unauthorized or illegal manner may result in referral for criminal prosecution, revocation of credit card privileges,

disciplinary action and/or, where appropriate, may require the user to pay any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase.

6. The Board shall establish limits on the total dollar amount that an employee may incur as a part of any individual transaction based on a good faith estimate of the purchase or expense. If the designated fiscal officer is the Credit Card Holder, the fiscal officer shall establish limits on the total dollar amount that an employee may incur as a part of any individual transaction based on a good faith estimate of the purchase or expense, which shall be approved and ratified within the parameters of the Board's annual budget.
7. Employees requiring the use of a School credit card shall request in writing such card from the Board or the designated fiscal officer if he or she is the Credit Card Holder, which shall include a signed statement that the requesting employee has read this policy, and understands and agrees to abide by its terms.
8. The School is a nonprofit instrumentality of the State of Ohio. Tax exemption forms shall be utilized and are available in the Principal's office.
9. Upon receipt of a School credit card, employees shall:
 - a. Inform merchants that the purchase is for "Official School Business" and is not subject to State or local sales tax. However, if the merchant fails to waive the tax, the employee shall pay it. For large purchases where the merchant refuses to waive the tax, the employee shall present a tax exemption form.
 - b. Maintain credit cards in a secure fashion and prevent unauthorized charges to the account.
 - c. Maintain sufficient documentation of all purchases, including, but not limited to, charge receipts, original cash register slip or other detailed receipt, and invoices.
 - d. Provide documentation of all purchases to the Credit Card Holder in a timely manner to ensure prompt payment.
 - e. Immediately notify his or her immediate supervisor, the Credit Card Holder, and the Board if the card is lost or stolen. It shall be the responsibility of the Credit Card Holder to report any lost or stolen credit card to the relevant issuer and credit agencies. In the event a credit card is lost or stolen, the Credit Card Holder shall request the issuer place a "stop" or "hold" on the account to prevent fraudulent use of the card.
 - f. After use, School credit cards receipts for all charges are to be returned to the Credit Card Holder. If the Principal is the designated credit card compliance officer, the Principal shall review all itemized receipts and submit copies to the School's fiscal officer or his or her designee.
 - g. Upon receipt of the appropriate documentation, credit card expenditures will be paid through the Credit Card Holder's Office.
 - h. The Credit Card Holder will monitor the credit card account(s) and reconcile all credit card accounts on a monthly basis. All credit card charges will be included in the monthly Cash Activity Report reported to the Board, and if the Principal is the Credit Card Holder, the Board

shall sign a monthly attestation indicating that it has reviewed the account transaction details.

- i. At least quarterly, the Board and the Credit Card Holder shall review the number of credit card accounts and the number of active credit cards in use, and each credit card's respective expiration date and credit limit.
 - j. If the designated fiscal officer retains general possession and control of the credit card account and presentation instruments related to the account including cards and checks, and the governing authority authorizes an officer or employee to use a credit card, the fiscal officer may use a system to sign out credit cards to the authorized users. The officer or employee is liable in person and upon any official bond the officer or employee has given to the community school to reimburse the school treasury the amount for which the officer or employee does not provide itemized receipts in accordance with this credit card policy.
 - k. If the employee is terminated or resigns, he or she must return the credit card and shall remain responsible for any inappropriate use.
- 10. Failure to turn in receipts and appropriate forms to the Credit Card Holder (or their designee) within five (5) business days may result in the charges being deemed unrelated or unsubstantiated. This amount will then be charged back to the user.
 - 11. Credit Cards shall never be used for any cash withdrawal transactions or advances from a financial transaction device or automated teller machine ("ATM"), or to obtain any cash back on a credit card transaction.
 - 12. The designated fiscal officer shall annually report to the Board any rewards received by the School based on the School's use of the credit card.

HB 312; R.C. 3314.52.