

CREDIT CARD POLICY

The Board of Directors recognizes the efficiency and convenience afforded the day-to-day operation of the School by establishing a credit card account.

A credit card account will be established and will be used for incidental purchases authorized by the Fiscal Officer and/or Executive Director. Credit cards shall not be used to circumvent the general purchasing procedures required by law and the policies of the Board. Purchases using the credit card shall be supported by documentation as required by the Fiscal Officer. The credit card must be secured at all times in the Fiscal Officer's office, with request being made for use to the Fiscal Officer.

Only employees of the Board who have received authorization from the Fiscal Officer may authorize and approve credit card transactions. The Fiscal Officer shall document the name and position title of any School employee authorized to use the credit card. Before an employee may use the credit card, he/she must sign an acknowledgment that he/she has read and understands this Board policy. No authorized user of the credit card may incur more than Five Hundred Dollars (\$500) in debt through use of the credit card for any individual transaction.

The credit card may be used only for official business and for the benefit of the School. Credit card expenditures for the following are strictly prohibited: entertainment, alcoholic beverages, personal services, and cash advances. A School employee who utilizes the credit card in violation of Board policy may be subject to disciplinary action, including termination.

Receipts for any transaction involving the credit card must be obtained by the employee using the card to incur the expense. If an employee fails to submit a receipt to the Fiscal Officer to document a transaction involving the credit card, the employee shall be liable for the expense.

LEGAL REF: Ohio Auditor of State Bulletin 2016-004

Adopted: June 19, 2017