

 Meadows Arts and Technology Elementary School	<b>Credit Card Use Policy</b>	
	<b>Last Reviewed/Revised:</b> 01/19/2016	<b>Effective Date:</b> 01/19/2016
<b>Reference Number:</b> BO-CCP-01192016	<b>Original Author:</b> MATES Board	<b>Policy Status:</b> ACTIVE

**PURPOSE:**

The Board of Directors (“Board”) of Meadows Arts and Technology Elementary School (“MATES”) has established policies set guidelines for the purchase of equipment, supplies, and services (“Materials”) that comply with law, ethical practices and serve the educational goals of the school. The efficient application of these policies may require a means to purchase approved Materials in an expedient manner. As such policies regarding the responsible use and accounting of a school Master Credit Card is necessary.

**SCOPE:**

This policy applies to all MATES personnel and governs the authorized use of a school Master Credit Card.

**GENERAL POLICY STATEMENT:**

The MATES board shall define policies governing the responsibilities of MATES personnel related to use of school Master Credit Card.

**POLICY DETAILS:**

**1. MASTER CREDIT CARD GUIDELINES**

**1.1. Master Credit Cards**

- 1.1.1. Upon approval of board resolution authorizing the establishment of a MATES Master Credit Card and defining signatories on the credit card account for a defined time period, the Executive Director and Office Manager will be issued a Master Credit Card with a limit of \$5,000.
- 1.1.2. Two copies of the **MATES Credit Card Procedures** will be given to the Executive Director, one to be retained by the Executive Director, the other to be signed and returned to the Business Services Authority (BSA) prior to the use of the card. The Executive Director is responsible for controlling the use of the card and for approving the expenditures.
- 1.1.3. The Master Credit Card is not meant to replace normal purchasing and shall be used only when a purchase order is not available or practical. The purchase of equipment items may take place after consulting with the BSA.
- 1.1.4. The following are examples of items that may be purchased with the Master Credit Card:
  - 1.1.4.1. Conference expenses – registration, lodging, meals and travel.  
Note: The card may not be used to pay for meals other than official conference activities.
  - 1.1.4.2. General office supplies
  - 1.1.4.3. Postage and shipping fees
  - 1.1.4.4. Other approved purchases subject to the Executive Director’s authorization

## 1.2. Prohibited Uses

- 1.2.1. Personal use of the Master Credit Card and purchases of items not specifically authorized in this procedure are prohibited. Unauthorized use of the card will result in revocation of credit card privileges and discipline, up to and including termination. MATES shall be reimbursed by the employee for all expenses incurred as a result of unauthorized use.

## 1.3. Delivery of Purchases

- 1.3.1. If the Master Credit Card is used to purchase items, which must be delivered, delivery must be made to MATES, 2000 La Granada Drive, Thousand Oaks, CA 91362 not to a home address.

## 1.4. Credit Card Receipts

- 1.4.1. The Office Manager is responsible for writing the appropriate account number(s) on the credit card receipts (front or back as space permits).
- 1.4.2. Immediately after each use, original credit card receipts and any supporting original cash register tapes are to be attached to a confirming purchase requisition, approved by the Chief Financial Officer and sent to BSA for processing.
- 1.4.3. If the credit card receipts do not contain a description of the items being purchased, please include an itemization on the confirming requisition submitted for reimbursement.

## 1.5. Purchase Requisitions and Credit Card Statements

- 1.5.1. A confirming purchase requisition shall be submitted to the BSA immediately following an approved purchase. The original itemized invoice or receipt shall be submitted to the BSA along with a copy of the confirming purchase requisition. On line order confirmations are not substitutes for an original invoice and/or packing slip for purchases of materials/supplies. Proof of receipt of materials/supplies must be submitted to the BSA.
- 1.5.2. All credit card statements will be sent directly to the school site. After the bill has been audited and approved by the school site representatives, the documents should be forwarded to the BSA. The BSA shall reconcile Master Credit Card confirming purchase requisitions with the applicable statement and issue payment on a monthly basis.

## 1.6. Security

- 1.6.1. Cardholders are responsible for ensuring the security of the credit card and credit card information. Master Credit Cards shall be stored in a secure location out of public view.
- 1.6.2. The cardholder shall notify the issuing bank, Executive Director and BSA immediately upon theft or loss of the Master Credit Card. MATES and its Board members, agents and employees are subject to the laws and Board policy governing conflicts of interest in furnishing supplies to the school and the use of confidential information.

### **NON-COMPLIANCE TO POLICY:**

Violations of this policy may result in the MATES employee being subject to disciplinary action in accordance with Board disciplinary policy and administrative regulations.

**GOVERNANCE:**

The MATES Board and Executive Director will be responsible for monitoring adherence to the policy.

**REVIEW CYCLE:**

The MATES Board will be responsible for reviewing the policy every two years or more frequently as required.

**REVISION HISTORY:**

<b><u>Policy Version:</u></b>	<b><u>Effective Date:</u></b>	<b><u>Revision:</u></b>
BO-CCP-02132012	2/13/2012	Original Version
BO-CCP-01132014	01/13/2014	Updated in accordance with two year review – no changes
BO-CCP-01192016	01/19/2016	Updated in accordance with two year review – no changes