

Board Policy – Credit Card Usage

Board Policy 3310

The BRIDGES School Board recognizes that the operations of the school may sometimes necessitate the usage of a school credit card in order to complete business transactions. The school board shall define policies governing the responsibilities of BRIDGES personnel related to use of school credit card.

POLICY DETAILS:

1. CREDIT CARD GUIDELINES

1.1. Credit Cards

- 1.1.1. Upon approval of board resolution authorizing the establishment of a BRIDGES Credit Card and defining signatories on the credit card account for a defined time period, the Director and Office Manager will be issued a Credit Card.
- 1.1.2. Two copies of the **BRIDGES Credit Card Procedures** will be given to the Executive Director, one to be retained by the Director, the other to be signed and returned to the Business Services Authority (BSA) prior to the use of the card. The Director is responsible for controlling the use of the card and for approving the expenditures. (BP 3300)
- 1.1.3. The Credit Card is not meant to replace normal purchasing and shall be used only when a purchase order is not available or practical. It is not intended to be used to purchase items with a dollar value of over \$500 per unit. The purchase of equipment items may take place after consulting with the BSA.
- 1.1.4. The Credit Card may be used in conjunction with school business, conferences and school travel. All expenditures for any items associated with travel will need prior approval. (BP 3350)

1.2. Prohibited Uses

- 1.2.1. Personal use of the 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. BRIDGES 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 Credit Card is used to purchase items, which must be delivered, delivery must be made to BRIDGES, 1335 Calle Bouganvilla, Thousand Oaks, CA 91360 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 treasurer and sent to BSA for processing.
- 1.4.3. If the credit card receipts do not contain a description of the items being purchased, must 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 will be forwarded to the BSA. The BSA shall reconcile the Credit Card confirming purchase requisitions with the applicable statement and issue payment in full 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. Credit Cards shall be stored in a secure location out of public view.
- 1.6.2. The cardholder shall notify the issuing bank, the Director and BSA immediately upon theft or loss of the Credit Card. BRIDGES 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. (BP 9270)

The school board and Director will be responsible for monitoring adherence to the policy. The school board will be responsible for reviewing the policy every two years or more frequently as required.

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents; approval or ratification of contracts by governing board

17605 Delegation of authority to purchase supplies and equipment