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**CREDIT CARD POLICY****OVERVIEW:**

Excel Academy Charter Schools (EACS) will obtain School credit cards under the responsibility of the Business Office. Credit cards shall be assigned to the following individuals (authorized cardholders). The individuals include the following:

- Executive Director/CEO
- Director of Educational Services
- Senior Communications Coordinator
- Office Manager

Authorized cardholders can use their School credit card for books, supplies, services, conferences, or equipment in emergencies if the vendor does not accept a School Purchase Order.

School credit cards cannot be used to circumvent the prior approval process required for some purchases. In all cases, credit cards will be used for official district business only and will not be used for any unauthorized or personal purchases. If possessing a School credit card, authorized cardholders and authorized users will immediately surrender the credit card upon termination of employment, whether for retirement, voluntary or involuntary reasons.

**PROCEDURES:**

EACS will obtain School Business Credit Cards given to the above individual or kept in the School safe.

All authorized cardholders must complete the Use of School Credit Cards Acknowledgment Form. Failure to have a signed form on file will result in the inability to utilize the School credit cards.

Authorized cardholders shall provide prior approval when their school credit card is used for making travel arrangements, attending conferences, or making emergency purchases of books, supplies, services, or equipment.

If the credit card transaction is for travel purposes, the employee who will be traveling should have an approved Conference Approval Request Form on file with the Business Services Department before the travel date.

Immediately upon return from any travel paid for on a School credit card, all receipts must be submitted to the Business Services Department with the appropriate account line(s) for the expense.

All original itemized receipts for travel expenses, books, supplies, services, or equipment purchases must be submitted to the Business Services Manager within ten (10) days of purchase. The Business Services Manager will compare the detailed monthly credit card statement with the

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receipts received and reconcile the account. Any identified fraudulent or other unauthorized charges will be immediately reported to the Director of Business Services, and if necessary, an investigation will ensue.

Once the purchases have been verified as okay to pay, the Accounts Payable procedures will be followed to complete the processing of the payments due.

If an itemized receipt is not submitted or an unauthorized purchase is made, the employee making the purchase will be invoiced accordingly.

Authorized employees using an EACS credit card will personally be held financially responsible for reimbursing the School if they do not submit an itemized receipt or if they use the credit card to make purchases that are not for official School business. Improper use of School credit cards can be considered misappropriation of EACS funds and may result in disciplinary action.

**USE OF CREDIT CARD POINTS:****Purpose and Scope:**

This policy establishes procedures for the responsible and transparent use of credit card points to purchase employee appreciation gifts within the School. This policy applies to all employees, administrators, and staff members authorized to use credit card points.

**Authorized Users and Approval Process:**

Only the Executive Director/CEO can authorize the use of credit card points for employee appreciation gifts. The Director of Business Services must approve all expenditures. Approval must be documented in writing and maintained for recordkeeping purposes.

**Documentation and Recordkeeping:**

All transactions using credit card points for employee appreciation gifts must be thoroughly documented. This includes retaining receipts, invoices, and other relevant documentation to substantiate the expenses. Records of transactions must be maintained following School recordkeeping policies.

**Gift Guidelines:**

Employee appreciation gifts should be selected based on criteria that ensure fairness, equity, and appropriateness. Guidelines for selecting gifts may include value, frequency, and relevance to the recipient's role or contribution. The purchase of gifts should adhere to School procurement policies and guidelines, with individual gifts not exceeding \$100 in value.

**Transparency Measures:**

Regular reporting on using credit card points for employee appreciation gifts shall be provided to the Board of Directors. Reports shall include details such as the amount spent, recipients of gifts, and any notable trends or patterns. These reports will be made available to the public upon request.

**Conflicts of Interest:**

Employees selecting or distributing employee appreciation gifts must disclose any conflicts of

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interest. Conflicts of interest shall be managed transparently and ethically, with measures taken to ensure fairness and impartiality in decision-making.