



## Debit Card Usage Policy

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### Policy

In the course of the daily operation of Ivy Hill Preparatory Charter School, there are instances when a debit card may be used to **purchase direct school expenditures**. Only purchases made for the school entity can be purchased using the debit card. Any purchase for school employees or management personnel for school related items are reimbursable expenses and should not be purchased with the debit card. For example, parking costs, transportation, meals, clothing or any purchase made for individual employees or management personnel relating to a school expense are not permitted to be purchased with the debit card. Any expenditures for an individual for school related items are a reimbursable expenses and should not be purchased with the debit card. All purchasing policies must be complied with when using a debit card including but not limited to obtaining pre-approval and providing an original receipt for the merchandise or services purchased.

### General Principles

- Ivy Hill Preparatory Charter School debit cards are issued to management personnel (Head of School and/or Director of Operations only) after executing the debit card policy agreement herein and are not to be given, loaned or assigned to any other person, regardless of the circumstances.
- If the debit card is lost or stolen, the cardholder must advise the debit card banking entity and the Board Treasurer immediately.
- Cardholders must agree to the terms and conditions outlined herein and all provisions detailed in the Ivy Hill Prep fiscal policy handbook (pages 16-17). Failure to comply with these terms and conditions could result in cancellation of the card.
- All debit card purchases must be pre-approved by using the Payment Authorization form based on the purchasing/payment guidelines outlined in the Ivy Hill Prep fiscal policies.
- A credit limit for each user on each card will be established. The user is required to adhere to the credit limit.
- Any breach of the terms and conditions detailed herein will be considered grounds for disciplinary measures which could lead to immediate termination.
- The debit card shall not be linked to any mobile application (i.e. cashapp, uber, instacart, etc.) for any reason.

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- Subscriptions (i.e. software, technology, educational) should not be linked to the debit card. If the service provider does not provide an ACH option, then prior approval should be obtained from Board Chair/Treasurer.
- Management must comply with all Ivy Hill Prep school travel policies when using the debit card for travel related expense. Specifically, only airfare and hotel can be purchased using the debit card and only upon receiving pre-approval authorization for travel involving legitimate school related travel. All meals, transportation, and other costs should will be reimbursed using the expense reimbursement process and are not permitted to be purchased with the debit card. (See page 16 of Fiscal Policies for details on reimbursement)

### Responsibilities of Authorized Cardholder

The cardholder is responsible for the safekeeping of the card, and will be held accountable:

- To ensure that the card is used only for legitimate Ivy Hill Preparatory Charter School purposes;
- To ensure that the card is NOT used for prohibited items listed herein;
- To adhere to the Debit Card agreement;
- To obtain prior approval for purchases and maintain original receipts, invoices, purchase documents and correspondence including all details related to the purchases on file for audit purposes, and to provide the school with copies of such documents upon request;
- To advise Ivy Hill Preparatory Charter School of any incorrect charges/transactions in order to follow-up and obtain credit from the issuing institution if warranted.

### Cancellation of Debit Card

Should an individual vacate their position or role with Ivy Hill Preparatory Charter School, for any reason, he or she must immediately surrender the debit card to the school's finance department. Cards may be cancelled at any time by Ivy Hill Preparatory Charter School if any of the policies, procedures and guidelines are not followed, and/or if there is a failure to comply with any of the terms and conditions detailed herein or in the fiscal policies.

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### DEBIT CARD POLICY ACCEPTANCE FORM

I understand and agree to all the terms in Ivy Hill Preparatory Charter School's Debit Card Usage Policy and fiscal policy. I understand that total purchases made with my card must remain under the credit limit established below.

**Employee Name (print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Banking Entity of Card Issued:**

\_\_\_\_\_

**User's Credit Limit: \$** \_\_\_\_\_

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