

Draft AIMS Credit Card Use For Discussion

American Indian Model Schools currently has a Board approved Credit Card Use Policy and 9 active credit cards. Each statement period captures from the 15th of the previous month to the 15th of the current month (i.e. June 15 to July 15th), periodically crossing fiscal years and reporting cycles.

Employees and officers using a school district credit card must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Purchases should be entered onto a school purchase order system in order to assist in the identification funds necessary for payment. The State also requires the need to align the expenses to the appropriate funding resource as well as the LCAP goal. Failure to provide a proper receipt or documentation have required detailed investigation.

In order to address accounting needs and use of Credit Cards at AIMS, the Business Department, Superintendent and Finance Committee are reviewing the Credit Card Type(Company), Use Policies and Procedures.