

Policy 401.10: Credit Cards and Procurement Cards

Status:
ADOPTED

Original Adopted
Date: 8/5/2022

Choice Charter School may secure and maintain credit cards for actual and necessary business expenses incurred by administrators in the performance of their duties. Actual and necessary business expenses incurred in the performance of work-related duties include, but are not limited to, fuel for School transportation vehicles used for transporting students to and from school and for school-sponsored courses or events; and accommodation, travel and other expenses related to the professional development of Board members, administrators and other employees. Employee meals are not an appropriate use of district credit cards.

Administrators using a School credit card must submit detailed, itemized receipts in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide proper receipts shall make the expense a personal expense. Those expenses are reimbursed to the School no later than ten (10) working days following use of the School's credit card. In exceptional circumstances, the CEO or Board may allow a claim without proper receipt. However, written documentation explaining the exceptional circumstances shall be maintained as part of the School's record of the claim.

It shall be the responsibility of the CEO or designee to determine whether the school district credit card use is for appropriate school business. It shall be the responsibility of the Board to determine through the audit and approval process of the board whether claims submitted through use of School credit cards are appropriate School business expenses.

The CEO shall be responsible for developing administrative regulations regarding the physical possession and use of School credit cards. The administrative regulations shall include the appropriate form(s) to be filed for obtaining a credit card.

Legal Reference: (Code of Iowa) Iowa Constitution, Art. III, § 31.
Iowa Code 279.8, 279.29, 279.30

Cross Reference: 705.1 Purchasing Policy
705.4 Receiving Supplies and Equipment
705.5 Approval and Payment for Goods and Services
401.11 Travel Allowance
705.3 Requisition and Purchase Order

Approved 8/5/2022 Reviewed _____