

Purpose: This policy provides Lakes International Language Academy, “the school” credit cardholders and credit card users with rules of use. The guidelines in this policy are in addition to those in Policy 220 *Purchasing Guide*.

I. Purchasing

- A. Items for card user’s personal use may not be purchased with the school card, even if the user plans to repay the charges. The school cannot provide any kind of loan to employees, including using the credit card for a cash advance. Employees may only use the school credit card in carrying out the duties of their job.
- B. If a cardholder changes jobs within the organization or leaves the employ of the school, the cardholder must return the card to the school finance office for immediate cancellation or reassignment.
- C. The card user is responsible for maintaining supporting documentation and card safekeeping. Supporting documentation shall be turned in promptly to the finance department. Supporting documentation includes purchase order, order confirmation if available, and proof of receipt (receipt, packing list, mailing label).
- D. Even approved purchases without original receipt or other similar proof of purchase (showing date, amount, vendor name) must be reimbursed to the school by the purchaser.
- E. As with all purchases, purchase approval is required for credit card expenditures prior to the purchase. A signed Purchase Order is permission to order.
- F. The card user will be required to reimburse the school for any Minnesota state sales tax charged to card. Please refer to Policy 220 *Purchasing Guide* for ST3 exemption form to give to vendors. The ST3 form is also available near the school’s administrative offices and from the school finance office.
- G. In-person purchases, such as those at a local store, may only be made by the person named on the credit card. The exception to this is pay-at-the-pump gas for a school vehicle, with signed Purchase Order.
- H. Online purchasing using the organization’s credit card
 - 1. Online credit card orders must be placed on campus, so the school’s firewall is in effect.
 - 2. The IT Department will maintain a list of vendors that store credit card information on their websites and the IT Director or his/her designee will change passwords on those sites regularly.
 - 3. Credit card users will be limited, to be determined by school administration.
 - a. These approved users must use Chrome, Firefox, or other IT-approved browser when placing orders using the credit card.
 - b. The settings on the browser must be set to never save passwords, to clear browser history upon close, and to ensure the “autofill” settings don’t contain the credit card number, so it has to be entered manually each time.

II. Employee Responsibilities

- A. Employees issued a credit card may not increase the credit limit without the Executive Director's approval. The school board shall be informed of changes to the limit.
- B. Credit cards shall not carry any incentives, for example cash back or airline miles.
- C. Cardholders and card users must sign that they have received, read and understand this policy, when first issued a card and each time the policy is updated.

III. Misuse of Credit Card

An employee who violates a provision of this policy shall have his/her credit card privileges revoked immediately and shall be subject to disciplinary action as determined by the Executive Director. If the Executive Director violates a provision of this policy, the School Board will determine disciplinary action.