

# **AFSA High School**

Adopted:

4074-07

Revised:

## **720 Credit Card Usage Policy**

### **I. PURPOSE**

The purpose of this policy is to control the use of credit cards and comply with accepted state laws and recommendations from the Office of the State Auditor.

### **II. GENERAL POLICY STATEMENT**

The AFSA Board of Directors understands its obligations to its constituencies and the taxpayers of the state of Minnesota to conduct proper oversight in the use of public funds. The Board recognizes the need to control itself, management and staff as it provides an alternative payment vehicle for the school.

### **III. GUIDES FOR CREDIT CARD/Store Credit USAGE**

- A. The authority to use credit cards does not authorize the creation of a new form of debt for the school. Credit cards are only another form of authorized payment with prior approval.
- B. The Executive Director is authorized to annually identify the employees and board members who are authorized to make purchases or designate others to make purchases on behalf of the school. The list of authorized persons must be communicated to the board at a regular meeting as soon after the start of a new fiscal year as possible. No vendor is authorized to use the credit card.
- C. Purchases made with a credit card must be consistent with state law and statements from the Office of the State Auditor, including, but not limited to, the law that prohibits state employees from receiving benefits from credit card usage.
- D. Credit card charges can not be made, unless there is prior approval as evidenced by an approved purchase order (PO), an approved quote, or a pre-approved budget, within the context of proper internal controls.
- E. The prohibition of items for purchase with a credit card are the same as those of any other form of payment, including but not limited to, the purchase of alcohol, tobacco, and personal items.
- F. Credit cards may be used for fueling school vehicles without prior approval. All receipts are to be turned in to the Business Manager within 7 days of purchase.

G. Credit card payment will be made by monthly due date to avoid incurrence of late fees.

H. All receipts and other supporting documents must be turned into the school director or business manager within 7 days for review and documentation.

Credit Cards are issued to the following personnel:

Executive Director

Assistant Director/HS Academic Director

Business Manager

Transportation/Food Services Manager

K-8 Academic Director

Bus/Van Drivers - gas cards