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COLOGNE ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD

723 SCHOOL CREDIT CARD USE

The following guidelines will be followed in regards to the Cologne Academy credit card use.

1. Use of Academy Credit Cards.

Section A. The Cologne Academy credit card can be used for authorized travel expenses for the Academy. For the purpose of Academy credit card use, travel expenses will include registration, lodging, airline/bus/train tickets, taxi, car rental, gas purchase for school vehicles, and emergency vehicle repair for school vehicles. The School Administrator will review use of the credit card for anything not listed above. Any unauthorized use or abuse of the card will result in immediate revocation of school credit card privileges.

Section B. The school credit card can be used for authorized Cologne Academy purchases. All purchases must have a purchase order and comply with the school's purchasing guidelines for quotations and bidding. Internet orders must have a purchase order and an itemized invoice/confirmation order. The School Administrator will review use of the credit card for anything not listed above. Any unauthorized use or abuse of the card will result in immediate revocation of credit card privileges.

Section C. School credit cards will be held at the School Administrator's Office. The school credit card will be issued to the authorized employee only. The school credit card must be returned to the respective office when the employee returns from training, conference, meeting, etc. along with all **original** receipts.

Section D. The school credit card will have a $15,000 credit limit.

Section E. Problems with billing: Try to reach a resolution with the supplier or merchant that provided the item. Your receipt will be the key document. The supplier or merchant should issue credit for a billing correction. This credit may appear on the next monthly statement.

Section F. School policy require that claims presented to the school for payment must be in writing and itemized. Bills from credit card companies do not contain the detail necessary to satisfy these itemization requirements. Therefore, the school must retain invoices and receipts for all items charged to a credit card. The business office will need all the original receipts for all credit card purchases within the week of the charge. School credit card statements will be processed for payment in full shortly after it is received in the mail. Any purchased item without a receipt or an unauthorized purchase of an item is the sole financial responsibility of individual making the purchase.

Section G. Any credit card benefits such as bonus miles/points will be used only for authorized school expenditures and to no personal gain for an individual.

2. Lost or Stolen Cards

Section A. If the school credit card is lost or stolen while in the employee's possession, the employee will immediately report it to the schools office at 952-466-2276.

3. Credit Card User Agreement

Section A. I understand that I am making a financial commitment on behalf of the Cologne Academy and will strive to obtain the best value for the School.

Section B. I understand that under no circumstances will I use the school credit card to make personal purchases, for either myself or for others.

Section C. I understand the requirements for school credit card use.

Section D. I will not lend the school credit card to others.

Section E. I will follow the established procedures for use of the school credit card. Failure to do so may result in either loss of privileges, personal payment of an item or other disciplinary actions, including termination of employment.

Section F. I agree that should I willingly violate the terms of this policy, I will reimburse the Cologne Academy for all incurred charges and any fees related to the collection of those charges.