

Western Sierra Charter Schools – Credit Card Policy

#2022-2023-02

Policy brief & purpose

Western Sierra Charter Schools may provide employees with credit cards that can be used for business-related expenses. Having these cards helps us track and process our expenses, prevent fraud and make payments more efficiently. We want to make sure that employees who hold company credit cards will use them properly and will know their limitations and responsibilities.

Scope

This policy applies to all employees who are eligible to use a company card.

Policy elements

Here we outline our general rules about company credit cards.

How does a company credit card work?

Usually, will take out a credit card in your name. You'll be able to use it for business-related expenses and our company will pay the card bills.

We have the right to withdraw a company credit card from an employee at any point.

What expenses are allowed on a company credit card?

You can use a company card to pay for work-related expenses only. This includes:

- *Accommodation during work-related travel*
- *Air, train, ship or other transportation fares*
- *Local transportation during trips (taxi fares, rental cars etc.)*
- *Other minor or per diem expenses that have been approved by the Executive Director (e.g. meals, business material)*
- *Training and educational material approved by the Executive Director*

- *Pre-approved school related materials and supplies*

You must not use the company credit card for non-authorized or personal expenses. Never withdraw cash using the company credit card.

Purchases

Credit cards shall only be used to purchase goods or services for the official business of Western Sierra Charter Schools.

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☒ The following Purchases are not allowed:

- Alcoholic beverages/tobacco products
- Controlled substances
- Items or services on term contracts
- Maintenance agreements
- Personal items or loans
- Recurring rentals
- Any other items deemed inconsistent with the values Western Sierra Charter Schools
- Cash advances on credit cards

Procedures

1. Credit card statements shall be reconciled with the vendor receipts/invoices and submitted to accounts payable on a timely basis so that the City does not incur penalty and interest charges. If statements are submitted for payment without sufficient time to make a timely payment, interest and penalty, if any, will be charged to the cardholder's cost center.
2. Approving Officials shall review purchases and invoices to ensure compliance with these procedures.
3. The claim for payment should include all receipts/invoices.
 - a. If an original receipt has been misplaced, the cardholder must attach a signed memo containing the date, vendor, amount, and nature of purchase
4. In the case of meals and meeting related expenses, each receipt must include:
 - a. The names of all persons involved in the purchase
 - b. A description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations.
5. Credit card will be paid off in full each billing cycle.

Authorized employees issued a credit card are responsible for its protection and custody and shall immediately notify the CBO or Executive Director if the Credit Card is lost or stolen.

Termination of Cardholder Accounts

Upon termination of employment Cardholder accounts will be immediately closed. Cardholder shall report any pending charges as of the surrendering of the card and shall assert that they have reported all charges.

Disputed Charges and Assistance.

In the event of disputed charges or other questions, cardholders should:

1. Contact merchant to seek resolution.
2. If no resolution, contact CBO or Executive Director

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Returns

In the event of returned merchandise or other credits, cardholders must check subsequent statements for credit and attach the credit slip to the statement when submitting the statement for payment. If a credit slip was not obtained, other documentation explaining the return should be attached. If credit does not appear by the second subsequent statement, the cardholder should contact the APC.

Card Holder Responsibilities

If you have a company credit card, we expect you to:

- **Protect it to the best of your ability.** Don't leave it unattended or give it to unauthorized people (e.g. friends, family, colleagues) even just to hold.
- **Report it stolen or lost as soon as possible.** If, for example, there's a break-in at your home and your company card is taken, you need to file a police report and call our accounting department immediately.
- **Use it only for approved reasons.** Follow the instructions in this policy, and don't use the card for personal or unauthorized expenses, even if you intend to compensate the charges later.

Use of company credit card policy

When you're using the company credit card, you should:

- Confirm that the particular expense is allowed under this policy.
- Mind the credit card limit and the transaction limit so you can plan business expenses properly.
- Keep the credit card number and physical card secure.
- Use the card sensibly and avoid unnecessary expenses even if they're allowed under this policy.

Violating this policy

We Credit Card Holders to comply with this policy and we may need to take action if you violate them. For example:

- If you incur personal or unauthorized expenses, you'll need to pay them yourself. If you do this consistently, you may face disciplinary action that could include loss of the right to have a credit card or even termination depending on the amount and the type of expenses.
- If you lose a receipt, you'll need to inform the accounting department immediately. We may find a solution if this happens rarely, but if you fail to submit receipts consistently, you may lose the right to hold a company card.
- If you fail to submit expenses on time, and incur late fees, you'll need to pay them yourself. Doing this repeatedly will mean loss of the company credit card privileges.
- Giving a company credit card to unauthorized people or abusing the expense limits may result in suspension or termination.

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- Making prohibited purchases as mentioned previously (e.g. weapons, drugs) will result in immediate termination, and possibly legal action.

Our company has the right to review credit card use and withdraw it if there's any inappropriate use.

Approved: 5/16/2023