

**USE OF DEBIT/CREDIT CARD**

Cards are authorized to make online purchases possible and other small purchases easier in lieu of petty cash. It is preferable to make purchases by ordering goods and services that are individually invoiced and paid by check. Only the administrator whose name appears on the card is authorized to use the card and is both personally and professionally responsible for all charges made against the card. Under no circumstances should the debit/credit card be used to make personal purchases. Use is for official academy business only. The Academy is tax exempt and should not pay any sales tax. The cardholder is responsible for insuring that sales tax is not charged at the time of purchase.

Receipts, invoices and online order information are to be kept and reconciled in a timely manner. Applicable information and receipts are provided to and kept in the finance office. All debit/credit card information and statements are public records subject to inspection. All purchases are detailed on a monthly disbursement report provided to the Governing Board for review and approval.

Reference: Charter School Office Audit Request

History: New: 03/06/2008