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| **Banking/Credit Card** | | **DPA Policy Number:**  **700-1b** | |
| **Effective:** |  |
|  | | **Approval:** |  |
| **Revision Number: 00** | **Date: 6/15/2022** | **Approval:** |  |

**Overview Credit cards can be used to streamline payments for goods and services for official DPA business. The credit card may be used as the method of payment for unplanned, non-routine or urgent point of sale purchases under $1,000. These include purchases made online, in person or over the phone.**

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Scope: School-wide

Policies/Procedures:

1. All requests for credit cards must be approved by the DPA board. Only the employee whose name is on the face of the card is authorized to make purchases on the card. The cardholder should complete an internal form for card use and be approved by the Head of School and the direct supervisor. Such form shall require signature that the credit policy has been read and understood by the cardholder.

II. Purchases must be related to official business use of DPA. Personal use of the card is strictly prohibited. Use of the card for personal use will result in disciplinary action up to and including termination and criminal prosecution.

III. The DeKalb Preparatory Academy credit/debit card is not intended to replace the purchase order process currently in place. The Board authorizes the Head of School to develop additional administrative regulations to govern the use of the credit/debit card, as needed which are consistent with the DPA policy

IV. Cardholders are prohibited from splitting transactions between two or more transactions on a single account, two or more transactions on multiple accounts, or combining the credit card purchase with a purchase order to circumvent transaction limits.

V. Cardholders are responsible for ensuring that merchants do not charge tax. If taxes, or any other inadvertent charges are made, the cardholder is responsible for getting credit on the account. Credit for inadvertent charges must be made back to the account and can not occur by any other method including-but not limited to cash, gift cards or store credit. (need to fix the format to include a number VI)

1. The CFO shall develop reconciliation procedures that should occur at least monthly.
2. All purchases shall be pre-approved in accordance with the regular requisition process.
3. Cardholders can not approve their own transactions. Separation of duties must be maintained at all times.
4. Cardholders must maintain documentation of all purchases including the invoice/receipt which has all line item details (item description, quantity, unit cost and total price).
5. Allowable purhcases:
   1. Parking
   2. Vehicle Rental
   3. Food and lodging for student activities (excluding staff meals and lodging costs). Documentation must include itemized receipt, roster of participants with student name and signature, and agenda/schedule showing the meal was for an authorized student activity.
   4. Non-travel related meals for employees that fall under the group meals policy.
   5. Software data plans on official school devices/equipment.
6. Prohibited Purchases
   1. Employee travel, lodging and related meals.
   2. Gift cards, membership cards at wholesale warehouses, cash advances, calling cards, stored value cards, etc.
   3. Alcohol or tobacco products.
   4. Data plans for personal phones, equipment etc.
   5. Any goods or services not for official school use.

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 Card Storage: These credit cards will remain in a locked cabinet unless in use.

 Card Limit: $1000 per cardholder

 Credit Card Administrator: CFO

 Credit Card Purchase Request Form: Purchase Request Form will be submitted prior

to purchase. Purchases made by the principal, School Operations Manager with the CFO approval and purchases made by

the CFO need the Chief Academic Officer’s approval. Purchasers who need to use the schools’ credit, card are required to submit the Credit Card Authorization Form. A purchase must follow proper DeKalb Preparatory Academy purchase/procurement procedures.

**SAFEGUARDING OF DEKALB PREPARATORY ACADEMY ASSETS**

 When accepting a credit card, a cardholder becomes an authorized purchaser for DeKalb Preparatory Academy with specific responsibilities for expending public funds. The credit card is

never to be used in lieu of following DeKalb Preparatory Academy purchasing procedures. The cardholder always makes purchases with the card at the lowest responsible cost based on requirements, quality, and availability to obtain the maximum value of each dollar expended.

 Rebates or refunds from vendors shall be the property of DeKalb Preparatory Academy and shall be paid promptly into the DeKalb Preparatory Academy accounts.

 Cardholders will be required to personally reimburse DeKalb Preparatory Academy for purchases made that are not appropriately documented.

 Habitual loss of receipts/documentation may require personal reimbursement by the cardholder and may also result in termination of credit card privileges.

 Items of value purchased for distribution to students are allowed only in support of the educational objectives of DeKalb Preparatory Academy. Additionally, the cardholder must obtain sufficient documentation to identify the individual or group receiving an item.

 The credit card administrator must ensure that credit cards are promptly cancelled upon employee termination.

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**CARDHOLDER RESPONSIBILITIES**

 The card is to be under the control of the cardholder and is to be kept in a secure location on hand or on site at DeKalb Preparatory Academy in a safe or other secure location.

 Card sharing is prohibited. Cardholders may not lend their card or card number to anyone

 All cardholders are required to acknowledge that they have read and understand

DeKalb Preparatory Academy policies regarding credit card use, including provisions of acceptable card

use, the cardholder’s responsibility, and the consequences of card misuse.

**LOST OR STOLEN CARDS**

Lost, stolen, or fraudulently used credit cards must be reported to Bank and CFO. immediately after the discovery of the loss, theft, or fraudulent use. If a card is lost or stolen, report the incident as soon as possible after the discovery to the number on the back of the card and to the credit card administrator. If the credit card administrator lost his or her card, he/she needs to report to the Principal and Treasurer.

Evidence of fraudulent use may be requested to include transaction detail. Lost or stolen cards require card cancellation. Failure to report the loss, theft, or fraudulent use of the card may result in increased financial loss DeKalb Preparatory Academy.

**SURRENDERING THE CREDIT CARD**

 The card is the property of DeKalb Preparatory Academy. The cardholder is to surrender the card to the credit card administrator upon request, retirement, or termination.

 The credit card administrator will destroy (shred or cut up) the card upon surrender incases of termination or retirement.

**DOCUMENTATION REQUIREMENTS**

For each transaction, accountable documentation (i.e. a Purchase Request Form and receipt) must be obtained as proof of purchase. This documentation will later be used to verify the purchases shown on the cardholder statement issued at the end of the monthly billing cycle and to comply with O.C.G.A. §36-80-24 which requires that documents related to credit card transaction be available for public inspection. The documentation must contain line item descriptions and line item pricing for the purchase. Documentation should include Vendor Name; Transaction Amount; Date of the purchase; Itemized list of items purchased.

For items such as subscriptions and registrations, where a receipt is not normally generated by the merchant, a copy of the ordering document may be used so long as it contains a description and price. Copies or facsimile of the original receipt may be acceptable if the original is not available. If the documentation for a transaction is lost, it is the cardholder’s responsibility to obtain a duplicate from the vendor. If a duplicate cannot be obtained, the cardholder is responsible for reimbursing DeKalb Preparatory Academy for the cost of the purchase. Excessive loss of documentation, defined as more than three times in one fiscal year, may result in the suspension of card privileges. Documentation must be made readily available for review/audit, if requested.

**DISPUTED TRANSACTIONS**

It is the cardholder’s responsibility to resolve discrepancies and ensure credits are received. When a cardholder discovers an incorrect amount has been charged for goods or services received, or a questionable purchase or transaction appears on a cardholder’s monthly statement, the cardholder must immediately seek to resolve the problem with the vendor. Any communication should be documented on the statement (or attachment) including dates, persons involved, and a brief description of the problem. If the cardholder is unable to resolve the problem with the vendor, a Credit Card Dispute Form should be completed and sent to the Bank of the Ozarks/First Bankcard. The credit card administrator should be notified of the dispute and a copy of the dispute form and monthly statement. The credit card administrator will notify the dispute to the Treasurer and accounting staff. The school is still required to reimburse for the disputed charges. Credits for disputed charges will be taken against future purchased made with the card. Cardholders should check the following month’s statement to ensure that credit was received. Disputes must be submitted within 30 days of the statement date.

**MONTHLY CREDIT CARD STATEMENT**

A. The statement will be provided to each cardholder by the credit card administrator. When the cardholder receives the statement, it must be reviewed and reconciled against the accountable documents retained from each transaction on the statement. The reconciled statements are to be signed by the cardholder and counter signed (verified) by the credit card administrator. If the credit card administrator is the cardholder, counter signed by the principal.

**VIOLATIONS OF POLICY**

Violations of credit card policy can be classified as minor or major. Violations are evaluated on an individual basis and any action taken is dependent upon the nature and frequency of the violation.

 Minor violations: Minor violations include honest mistakes, such as inadvertently using the wrong card or making allowable purchases using DeKalb Preparatory Academy funds, but which are not allowed on the credit card. Minor violations should be addressed as follows:

1. First Offense: DeKalb Preparatory Academy is to address the violation with the cardholder an provide additional guidance as needed. Actions taken should be documented in writing.

2. Second Offense: DeKalb Preparatory Academy is to address the violation with the cardholder through a written letter to the cardholder and provide additional guidance as needed. Actions taken should be documented in writing.

3. Third Offense: Credit card may be cancelled or assigned to a different cardholder. The cardholder may request reinstatement or reassignment of the card after 60business days.

MAJOR VIOLATIONS: Major violations are those violations that indicate a willful intent to

disregard rules that result in cardholder misuse (i.e., would include knowingly making personal purchases). The circumstances of the violation will determine the appropriate action, which could include termination of employment and criminal penalties. The credit card is to be suspended or immediately surrendered by the cardholder pending review and investigation by CFO.

**Adopted:** [**https://static1.squarespace.com/static/5214c517e4b0153800ca3eec/t/59849010d2b8577a2366cd7e/1501859856357/Use+of+Credit+Cards.pdf**](https://static1.squarespace.com/static/5214c517e4b0153800ca3eec/t/59849010d2b8577a2366cd7e/1501859856357/Use+of+Credit+Cards.pdf)

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