

Purchase Card Policy

A Purchase Card is a commercial credit card for small dollar purchases of goods and/or services necessary for official school business.

Summary

The School Director is in charge of the School Purchase Card program and obtains purchase cards for those within the school at his/her discretion. The School Director also sets the purchase card limits (total/transaction/daily limits). The School Director may obtain a card that has a higher limit that can be used for large purchases. The Director may also obtain a card as a general use card for teachers instead of cards for each teacher provided that it is checked out and card is otherwise secured with administrative staff when not in use.

- The purchase card cannot be used for cash advances, personal or non-business related purchases or the purchase of alcohol.
- Purchase card holders should not attempt to circumvent the card limits by having vendors split amounts to circumvent the transaction limit, or split the amount across multiple days or billing cycles. If amount is above limit refer the School Director for instructions on how to proceed.
- Bonneville Academy is tax-exempt. As such when using the credit card, the user should ensure that the vendor is provided with the tax-exempt forms and that, when possible, they are not charged state sales tax.
- Card numbers should not be distributed to others and should not be saved in online accounts to which others have access.
- The cardholder is responsible for ensuring the credit card purchases are within budget and properly approved.
- Receipts need to be turned in to the administrative staff member in charge no later than one week of the closing date of the statement. Receipts must be taped to a sheet of 8.5 X 11" plain paper, with the amount matching the statement circled.
- Any receipts for meals or entertainment must clearly indicate the names of all persons attending the meal and the business purpose of the meeting.

Background

The preferred payment method is through vendor invoices and school issued checks. This method allows for budget compliance and insures that the organization gets certain discounts and does not pay sales taxes. However, in some cases, this is not feasible for a variety of reasons. As such, select people are provided with school purchase cards.

Eligibility

Only personnel specifically authorized by the School Director are provided with purchase cards.

Allowable Uses

Purchase cards are for school purposes only. Purchase cards may not be used for cash advances for any reason. Under no circumstances shall a school purchase card be used for the purchase of alcohol. Purchase cards are not intended for purchases that can otherwise be paid for using school issued checks. Instead they are intended for vendors that do not accept checks, purchases during travel, online school material purchases, or emergency purchases.

Tax Exemption

Bonneville Academy is exempt from state sales tax. The documentation is available upon request from the administrative staff. All purchasers should provide this information to vendors at the time of purchase and do what is feasible to ensure that they are not paying state sales tax on purchases.

Card Number Security

The person whose name is on the purchase credit card is solely responsible for all purchases on the card and ensuring that their credit card number is not used by unauthorized personnel. As such, the cardholder shall NOT share their card number with anyone, and the credit card should not be stored in an online account that anyone other than the cardholder has access to.

If using a general use card (multiple users checking it out) then the user is also under the same security requirements. The user is also obligated to obtain a receipt for the purchase, and deliver said receipt and card back to administrative staff. General use card should be turned in by end of day (or sooner) and should not be checked out overnight or across multiple days without approval by the school director.

Approvals

All purchases with purchase cards are to be expressly approved by the card holder along with the Director (if different). No purchases shall be made for amounts not included in the entity's budget.

Statements

Credit card statements are mailed directly to the school administrative staff. The administrative staff then distributes the statements to the card holder. In the event of a shared (general use card) purchase card then administrative staff is in charge of gathering all receipts and assuring the accuracy of the statement.

Receipts

The credit card holder is responsible for receiving, printing and retaining all receipts related to credit card purchases. This includes receipts related to online purchases and store purchases. The cardholder shall label all receipts with a description of what it is for to ensure proper coding by the administrative staff. **All receipts must be submitted to the administrative staff within one week of the closing date of their statement.** If a receipt is accidentally lost, a written description of the items and cost must be submitted by the card holder and signed off by the School Director. Please understand that we routinely are audited on our credit cards and thus it is especially important that all receipts are accounted for and are properly documented as to the purchase.

Termination

Upon the termination of employment of a cardholder for any reason, all cards must be cancelled and returned to the School Director, along with any other company owned items.

Policy Violations

Violations of this policy may result in anything from a warning to cancellation of the card, to termination of employment, depending on the severity of the violation.

Approved 01/17