



STANDARD POLICIES AND PROCEDURES

<p>POLICY NAME SCHOOL CREDIT CARD USE</p>	<p>Section: B Policy Number: 4 Effective Date: Original Review Date: 2021</p>
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The LADE credit card may only be used for the benefit of La Academia de Esperanza and must not exceed the limit assigned by the issuing agency. The charter school credit card may be used to purchase items for which a firm, fixed price can be established in advance of purchase. Under no circumstances are unauthorized purchases or purchases for personal use allowed. The charter school shall follow all provisions of the State Procurement Code and applicable state laws and regulations with regard to use of the credit card.

1. The credit card shall be issued in the name of La Academia de Esperanza. The school credit card represents the issuing agency's trust in the operation and an empowerment of the designated cardholder as a responsible employee of the school. As such, the Head Administrator & Business Manager shall be solely responsible for monitoring all purchase activity involving the school credit card and be required to safeguard and protect it at all costs. If the Head Administrator or Business Manager ceases to be an employee of the LADE, the card will be immediately cancelled and no charges past the cancellation date will be authorized.

2. The following types of expenses are considered authorized purchases, and require advance, written approval:

- Conference and/or Workshop Registration, and bona-fide Training Fees
- Staff travel, meals, and lodging (only in accordance with DFA Rule 95-1)
- Student travel and lodging, but only in the course of Athletics
- Professional memberships, dues, and fees, as approved

Any other use(s), except as specifically identified and endorsed by the Head Administrator and Business Manager in advance, is considered unauthorized use.

3. When the credit card billing statement is received at the end of the billing period, the charter school Business Manager shall review the detailed transaction summary for complete and adequate supporting documentation for each transaction and investigate any unauthorized purchases or unusual transactions.

4. For purposes of definition, the difference between misuse and fraud in intent. Misuse implies a violation occurred without foreknowledge that the action was incorrect or appropriate. Fraud involves an awareness of impropriety and a conscious decision to proceed. If fraud or misuse is detected, the credit card will be revoked, and possible termination may occur.