



Olive Grove Charter School

4500 Highway 166, New Cuyama, CA 93254

Executive Director: Laura Mudge

Principal: Mike Fair

Records Office

5075 S. Bradley Rd. #234

Orcutt, CA 93455

(805) 623-1111 **Phone**

(805) 623-8512 **Fax**

www.olivegrovecharter.org

Credit Card Use

Summary

- The school card cannot be used for cash advances, personal or non-school related purchases or the purchase of alcohol
- Card numbers should not be distributed 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 accounting department 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 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 the use of purchase orders, vendor invoices and school checks. However, in some cases, this is not feasible for a variety of reasons. As such, select people are provided with school credit cards.

Eligibility

Only personnel specifically authorized by the Governing Board and Director are provided with school credit cards.

Allowable Uses

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

Card Number Security

The person whose name the school credit card is in 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 other than an official designee. In addition, the credit card should not be stored in an online account that anyone other than the cardholder and their designee have access to.

Approvals

All purchases with school cards are to be expressly approved by the card holder and Director. No purchases shall be made for amounts not included in the entity's budget.



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Statements

Credit card statements are mailed directly to the school office coordinator. Statements are scanned and emailed to the card holder for submission of receipts.

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 restaurant purchases. The cardholder shall label all receipts with a description of what it is for to ensure proper coding. **All receipts must be submitted to the finance department within one week of the purchase.** Receipts are taped to an 8-1/2 x 11 sheet of paper, and delivered to finance dept. If a receipt is accidentally lost, a written description of the items and cost must be submitted and approved by the Director.

Termination

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