

USE OF SCHOOL DEBIT CARD

Charter School debit cards shall only be available to the Board approved bank account signatories and with proper justification. The benefit to the Charter School of using this form of payment should be fully reviewed to ensure that no other method is appropriate. If debit cards are issued they should be used only for school-related expenditures. The authorized card user must report all charges to the back office business provider within three (3) days and original receipts and or invoices shall be submitted in a timely manner. All charges must be supported by approved invoices or travel reports by the Olive Grove Charter School.

Monthly statements shall be reconciled to invoices and travel reports and are approved by the Executive Director, unless not deemed independent than the approval would be by the Board of Trustees.

Adopted:

Amended: