

740 CREDIT CARD POLICY

I. PURPOSE

The purpose of this policy is to control the use of credit cards and to ensure the proper usage of credit cards at Crosslake Community School (CCS).

II. GENERAL STATEMENT OF POLICY

Credit card usage shall be consistent with state law and follow recommendations made by CCS's auditors and the Minnesota Office of the State Auditor.

III. CREDIT CARD USAGE

- A. CCS's Board of Education authorizes CCS's Business Manager, **Executive Director, Custodian/Maintenance Lead and District AP Support Administrative Assistant** to make credit card purchases on behalf of CCS. Credit cards shall only be used by those employees authorized to make purchases.
- B. Purchases made with a credit card must be consistent with state law and guidance from the Minnesota Office of the State Auditor.
- C. The credit card shall be used to facilitate online, phone, pre-approved purchases, emergency purchases, and approved lodging expenses. CCS's approval, limits, purchasing policies and procedures will apply for all credit card purchases as stated in the current CCS Procurement Standards Process.
- D. The authority to use credit cards does not authorize the creation of a new form of debt for CCS; credit cards are to be considered another form of authorized payment. Credit card balances shall be paid off on a monthly basis by the employees authorized to use the cards.
- E. No personal use of a school credit card is permitted. If a CCS employee makes or directs a purchase by CCS's credit card that is not approved by the Board of Education, the employee is personally liable for the amount of the purchase. They may also face disciplinary consequences. A purchase by CCS's credit card must otherwise comply with all statutes, rules, or CCS policy applicable to CCS' purchases.
- F. Credit card statements are to be paid monthly. The credit card payments may be made electronically or by automatic withdrawal through CCS's bank account and must be for full payment of the statement each month. Monthly credit card statements will be reviewed by CCS's **Executive Director**.

Legal References: Minnesota Office of the State Auditor Statement of Position on Credit Card Use and Policies, February 2014.
Minn. Stat. 123B.02, Subd. 23 (Credit Cards)

Policy 740 Credit Card Policy is a requirement of Osprey Wilds.