

USE OF CREDIT CARDS

Corporation credit cards are to be used for goods, services, and travel expenses directly related to Corporation business. Corporation credit cards are not to be used for personal expenses. Employees who use Corporation credit cards for personal expenses will be subject to discipline, up to and including termination, and will be reported to appropriate authorities for misappropriation of Corporation funds.

Only those employees authorized by the Superintendent or his or her designee may utilize a Corporation credit card off campus. The Superintendent or his or her designee shall keep a log including the names of employees authorized to use a card, position, estimated amounts to be charged, and the date the card is issued and returned.

All Corporation credit card purchases require an itemized receipt. Receipts must be submitted to the Superintendent or his or her designee within thirty calendar days of the purchase.

The cardholder shall present a sales tax exemption certificate when making a purchase with Corporation credit cards, as the Corporation is a tax-exempt entity and does not pay sales tax.

Credit card charges may be subject to a daily limit or other limits based on available funds and approval. Any out-of-state travel expenses or associated purchases, such as an employee's travel and *estimated expense* costs for an out-of-state conference directly related to Corporation business, must be approved by the superintendent or designee prior to charge. The superintendent or designee will provide the employee with a travel budget prior to the out-of-state travel.

The cardholder is responsible for the security of the Corporation's credit card. Lost or stolen cards shall be reported immediately to the Superintendent or his or her designee and the credit card company.

Failure to follow these guidelines and policy will result in revocation of the privilege of using a Corporation card and may result in discipline, up to and including termination.

Community School Corporation of Eastern Hancock County

Adopted: 04/11/2022