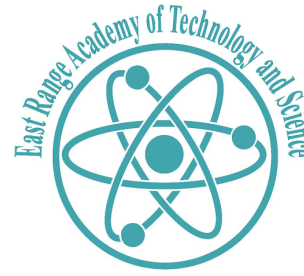


Board Policy
318



**Requisitions and
Corporate Credit Cards**

Adopted: 05/2015

Revised: 09/2015

Revised: 01//2019

Revised: 08/03/2020

Revised: 2/03/2022

I. STATEMENT OF FISCAL RESPONSIBILITY

East Range Academy of Technology and Science is a publicly-funded school monitored by many entities to ensure fiscal responsibility of significant taxpayer funds. School financial policies are in place to ensure compliance with all laws and promote responsible use of public money.

II. REQUISITION POLICIES AND PROCEDURES

- A. Staff must submit requisition requests in writing on the Requisition Form. Requests must be clearly documented on this form. All attempts should be made to be as precise as possible, but staff may request a range of pricing if the exact purchase cost is not known.
- B. For amounts **\$500 or under**, purchases must be approved by the Director or designee. The School Director may approve his/her own purchases.
- C. If **above \$500**, purchases must be approved by the Board. The Board may request a staff member be present to discuss a purchase or expenditure if it is more than \$1,000 or if there are questions concerning the purchase. Requisition requests over \$300 must be submitted to the Board Treasurer or designee by **Thursday noon** prior to the subsequent board meeting in order for the request to be discussed by the Board.
- D. Staff will present the Board with at least **(3)** bids for equipment, furniture, or services costing **over \$1000** at the time of the requisition request.
- E. Staff should use an approved method of purchase, including but not limited to an ERATS credit card, and an approved vendor should be used. An approved vendors list is available from the business office.
- F. Reimbursement requests for equipment or materials purchased prior to submitting a Requisition Form, or purchases made with personal funds, may not be honored. Any tax

paid will not be reimbursed.

- G. Administration has the ability to approve any critical request up to \$3000 and bring the requisition to the Board after the purchase.
- H. All professional development expenditures should be approved by administration and may be discussed by the Board.

III. CREDIT CARD POLICY BACKGROUND

The preferred payment for school purchases is through vendor invoices and corporate checks. This method allows for budget compliance and ensures that the school gets certain discounts and does not pay sales tax. However, in some cases, this is not feasible for a variety of reasons. As such, staff may be provided with corporate credit cards.

IV. CREDIT CARD POLICY

- A. The corporate card cannot be used for cash advances (such as at-register “cash back”), personal or non-business related purchases or for the purchase of alcohol.
- B. **ERATS is tax-exempt.** As such, when using a school credit card, the user should ensure that state sales tax is not charged by providing the vendor with the tax-exempt form. *Note: prepared food is not tax-exempt.* Repeated inability of a purchaser to exempt or remove sales tax charges will be considered a policy violation. Tax exempt forms are available from the front desk, business office, and the Board Treasurer or designee.
- C. Card numbers should not be distributed beyond the cardholder and should not be saved in online accounts to which non-employees have access.
- D. Some accounts, such as Amazon.com, are shared by all staff. Employees are responsible for ensuring their card is used for their purchase, not another employee’s card. The shipping address should also reflect the purchaser’s name. Repeated inability of a purchaser to place shared account orders correctly will be considered a policy violation.
- E. No purchases shall be made for amounts not included in the appropriate budget. The cardholder is responsible for ensuring the credit card purchases are within budget and properly requisitioned.
- F. Original receipts must be attached to the Requisition Form and turned-in to the Business Office or their designee within two school days of the purchase. The date and charge amount must be circled. **Keeping a personal copy of all receipts is required** in the rare event the original is damaged or lost.

- G. **Any receipts for staff meals or entertainment must clearly indicate all persons attending the meal and the business purpose of the meeting.** The school's plan of reimbursements (verified Feb. 2022):

Meals: Breakfast \$9.00 Lunch \$11.00 Dinner \$16.00
or a combination of meals not to exceed \$36.00 per day

Staff buying meals for students should indicate the class or student names and describe the reason for the purchase.

- H. Credit line amounts are determined by administration. Part-time employees and support staff, upon administration approval, may be given a credit line.
- I. In the event of card loss or theft, the cardholder will immediately notify the ERATS business office and/or Board Treasurer or designee to establish a record of the date and time of the card loss. The card will be canceled and a new card issued if necessary.
- J. If a credit card transaction is denied at one or more merchants, information should be provided to the Board Treasurer or designee as soon as possible about the date, time, and location of the denied transaction(s). The Treasurer or designee will call the bank office and address the situation.

V. TRANSPORTATION, JANITORIAL, AND OFFICE PURCHASES

- A. **Fuel Cards.** Transportation staff may be granted a fuel account card. All vehicle-related purchases should be charged to this account. In rare cases, vehicle-related purchases may need to be made on a school credit card. Fuel card purchase receipts must be attached to a requisition form detailing the purchase and submitted directly to the business office.
- B. Purchases that must be recorded on a requisition form and submitted directly to the business office:
- fuel
 - vehicle maintenance
 - vehicle supplies (e.g. first-aid kit, safety items, ice brush)
 - school cleaning/bathroom supplies
 - supply closet items (e.g., paperclips, file folders, kleenex)
 - building safety supplies

VI. CREDIT CARD MONTHLY STATEMENTS

Credit card statements are mailed directly to the ERATS business office and are available upon request.

VII. MISSING RECEIPTS

Each credit card holder is responsible for receiving, printing, retaining, and submitting copies of all receipts related to credit card purchases. If a receipt is lost or damaged, the cardholder must attempt to get another copy from the vendor. Schools are annually audited on credit card accounts and thus it is especially important that **all** purchases are properly documented with receipts.

VIII. POLICY VIOLATIONS AND CARD CANCELATION

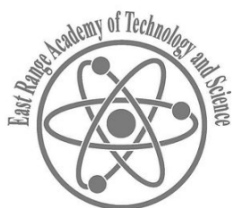
The consequences of violating any part of this policy range from a warning to disciplinary action, depending on the severity of the violation. Steps in this progression may be skipped as determined by the Director and/or School Board.

- **First offense:** A written warning will be issued.
- **Second offense:** A second written warning will be issued and the Business Office will take custody of the physical card.
- **Third offense:** The card will be cancelled.
- **Gross negligence:** Offenses such as the purchase of alcohol, cash advances, or willful use of the card for non-business purchases will result in immediate cancelation of the card and disciplinary action.

To reinstate a card canceled for disciplinary reasons, the employee must meet with a committee including the Board Treasurer, administration, and Business Office Manager.

Addendum: Requisition Form

**No
Staples!**



Supply, Equipment, and Professional Development Requisition Form

OFFICE USE: REQ. #/Notes

Purchaser: _____ Whose Card Used: _____

Date: _____ Vendor: _____

**Only one vendor
per requisition.**

Description of Equipment, Supply, or Activity	Pricing	OFFICE USE
<i>TOTAL COST:</i>		<i>Purchases <u>must</u> be tax-exempt.</i>

OFFICE USE: Tax Paid?



- (1) *Make a personal copy of your receipt. Store it safely.*
- (2) **Paperclip the original receipt.**
Stapled docs are harder for the office to work with and scan.
- (3) **Darkly circle the date and the total.**



Approval

YES

NO

Authorized _____ Date _____
Signature(s) _____

Questions/comments: _____

Rev. Feb. 2022