

PROCEDURE FOR INDIVIDUAL SCHOOLS

USE OF DEBIT CARDS

1. Debit Card purchases should be limited to small incidental purchases, not normal operation expenditures.
2. Cash advances are prohibited.
3. The Principal will establish individual and daily dollar limits for each card.
4. Personal purchases are strictly prohibited, regardless of whether the intent is to reimburse the school.
5. Employees will be required to reimburse the school for any unauthorized purchases. If an employee fails to reimburse a school for unauthorized charges, the Principal will notify the Director of Schools. Unauthorized purchases include, but are not limited to, cash advances, personal items, purchases that do not have adequate supporting documentation – that is, an approved purchase order, original itemized invoices and receipts, etc.
6. Debit cards that have not been issued or are currently not being issued should be stored in a safe or in a locked drawer to provide for their safekeeping.
7. A listing should be maintained of all issued debit cards and all authorized users as listed in the credit card agreement.
 - a. When multiple employees use one debit card, a separate log should be maintained for each debit card. This log should include columns for (1) printed name of user, (2) signature of user, (3) date checked out, and (4) date returned. The bookkeeper should initial the entry twice: at the time the card is checked out and when the card is turned in.
 - b. The listing of issued cards should be checked before final paychecks are issued to departing employees to ensure the debit cards are turned in. The debit card company should be requested to remove their name as an authorized user and school records should be updated accordingly.
8. Actual (original) invoices that support each debit card purchase should be submitted timely. Each individual original invoice, receipt, etc., must have the following information written on it (or written on an attached sheet of paper if the receipt or invoice is too small):
 - a. Description of the school purpose for the purchase;
 - b. Nature and description of individual items purchased if not clearly apparent from the invoice/receipt; and
 - c. The name of the person who made the purchase.

9. Timely reconciliation of monthly debit card statements should be performed. Reconciliations should be approved by the Principal.
 - a. When the reconciliation is performed, the bookkeeper shall review individual purchases to determine that:
 - i. The dollar amount reported on the supporting documentation agrees with the corresponding amount on the monthly statement;
 - ii. The date of the supporting documentation is reasonable to the date of the purchase;
 - iii. The supporting documentation represents items purchased for legitimate school purposes.
10. Each person authorized to use a debit card will sign that they are aware of debit card procedures.
11. The principal should be notified immediately regarding any lost or stolen cards.
12. Purchases relating to professional development are not allowed at the school level.
13. Transactions should be monitored for possible multiple transactions on the same day made to circumvent established dollar limits, individual purchases over established limits, unauthorized purchases, etc.