



# AURORA ACADEMIC CHARTER SCHOOL

## 4200 BP CORPORATE CREDIT CARD PROCEDURES

**ISSUE DATE:** January 20, 2014

**REVISION DATE:** October 17, 2022

**REVIEW YEAR:** 2027

### **BACKGROUND/PURPOSE**

Use of school funds must be aligned with the approved budget or other Board approvals, transparent, and responsible.

### **POLICY STATEMENT**

The use of corporate credit cards should build efficiency by simplifying the acquisition, receipt and payments of purchases and travel expenses, supported by board policies and procedures. Credit cards should only be used when other means are not feasible.

### **GUIDELINES**

1. Corporate credit cards may be issued to the Superintendent, Principals, Secretary-Treasurer, Facilities Manager, and Technology Manager.
2. Credit cards may only be used by the person to whom it was issued.
3. Corporate credit cards should only be used when other forms of payment are not possible (ex. purchase order).
4. All persons who are issued a school credit card shall be required to sign an agreement regarding the acceptable use of the card.
5. The credit limit for each individual card is set at \$10,000.
6. Selection of corporate credit cards should be on the basis of the lowest fees.
7. Any rewards, benefits, or points should be directed back to the school.

### **ACCOUNTABILITY**

*Superintendent, Secretary-Treasurer, and Finance and Audit Committee*

### **REFERENCES**

[AR 4200 Corporate Credit Card Procedures](#)