

Adopted - June 4, 2020

Company Credit Card Usage Policy

Bay Haven Charter Academy, Inc. will allow the use of company credit cards to certain individual employees for use in their jobs. This policy sets out the acceptable and unacceptable uses of these credit cards.

- The use of company-issued credit cards is a privilege that the Company may withdraw at any time, with or without cause. If a card is checked out, the card must be returned to the Company's Accounting and Finance Department after its use, including individual school bookkeepers, who are part of the Accounting and Finance Team.
- The employee in possession of the company credit card is solely responsible for all purchases on the credit card, as well as ensuring that the card is not used by unauthorized personnel. Card numbers may not be distributed and should not be saved in online accounts.
- Any credit card Bay Haven Charter Academy, Inc. issued to an employee must be used for business purposes only, and purposes in conjunction with the employee's job duties. Employees that are approved to use the credit card shall not use them for any non-business purposes. Non-business purchases are considered any purchases that are not for the benefit of the Company.
- Business-related expenses, such as lodging, gas, and car rental while on Company-approved business travel, may be purchased on the credit card as long as these purchases are consistent with the Company's most current travel policy. No meals while on travel should be charged to the Company credit card. The travel policy outlines per diem rates to be reimbursed to the employee. Charging meals to the credit card while on travel not only violates the travel policy but also violates this credit card policy.
- Any purchase on the credit card must be approved before purchase. The employee must submit the purchase request in writing through the use of a purchase requisition to the CEO, CFO, or appropriate supervisor and receive approval in writing before making the purchase. The employee should attach a copy of the purchase approval to the receipt and submit them together when submitting the receipt to the Accounting and Finance Department (specifically the Budget and Finance Officer).
- The employee in possession of the credit card is responsible for receiving, printing, and retaining all receipts related to purchases made on the company credit card. If a receipt is lost, a written description of the items and the cost of the purchase must be

maintained and submitted in the same manner in which a receipt would be maintained and provided. These instances should be sporadic, and if this becomes continuous for an employee, the Company may suspend the use of the credit card for this individual. A notation will be made on the credit card reconciliation report provided to auditors specifying employee name and the reason why receipt was not collected.

- Receipts need to be turned into the Accounting and Finance Office within one week of the date of purchase. All receipts should be labeled with a description of the purchase to ensure proper accounting of the purchase. Any receipts for meals (for non-travel related events) must be attached to a paper that indicates the names of all persons attending and the business purpose of such an event.
- If any employee uses a company credit card for a personal purchase in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee. It will be deducted in full from the employee's next paycheck. Any remaining balance will be deducted from subsequent paychecks until the wage advance is fully repaid. These deductions may take the employee's wages below the minimum wage for the pay period(s) in question.
- If an employee uses a company credit card for any of the following, the cost of the purchase(s) will be the financial responsibility of that employee unless otherwise expressed in writing by the CEO or CFO:
 - a) Purchase that is not within the purview of the employee's duties, or
 - b) Purchase that is not within the scope of the employee's authorization, or
 - c) Purchases that are not pre-approved by CEO, CFO, or supervisor.

The employee will be expected to reimburse the Company via deductions from wages until the unauthorized amount is fully repaid. These deductions will, at no time, take the employee's wages below minimum wage.

- In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a company credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment. Any fraudulent transactions will be grounds for immediate dismissal and legal action.
- Credit card use should be limited. Credit cards should not be used in place of purchase orders. Credit cards should only be utilized for travel, emergency purchases, or purchases from vendors that cannot accept purchase orders. Proper planning should be paramount to minimize the use of credit cards. Excessive use of credit cards is an internal control issue, and it is imperative to reduce risk. Therefore, if it is deemed that

there is excessive use, the Accounting and Finance Office will collect all the credit cards from bookkeepers and centralize credit card distribution to control their use.