

CREDIT CARD POLICY

Date Approved: August 2011

Revised: June 2022

Approved by: Board of Directors

Credit Card Policy

LJA uses a centrally managed credit card system for situations where it is not possible to be invoiced for a purchase. The Dean of Students holds a credit card in the LJA Office Safe, managed on the same system, with a credit line of up to the max combined amount of \$10,000.

All purchases must be within each person's designated budget or pre-approved by the Leadership Team.

Internal controls for use of the credit card include purchase approval and post-purchase review by a member of the Leadership Team.

All credit card purchases made must follow these guidelines:

- The Leadership Team must grant approval for each credit card purchase to ensure alignment within budget.
- After an authorized purchase has been made, the receipt must be turned into the Office Administrator.
- Purchases must be for legitimate purposes as per the specific budget. The credit card may never be intentionally used for non-LJA purposes and doing so will forfeit their right to use the card and may face additional disciplinary actions, up to termination.
- LJA tax exempt # and form is made available in the staff room. Any purchase charged tax must be reimbursed to the school either by the vendor or the staff who made the purchase.

Staff who do not have access to an LJA credit card may make purchases and submit a receipt for expense reimbursement.