

Finance and Operations

Debit/Credit Card Use Policy

The PCSI debit/credit card is to be kept by the Principal of the School. Immediate or daily purchases can be made by using the School's debit/credit card.

The Principal approves the use of a debit/credit card primarily for the following purposes:

1. Daily breakfast or lunch supplies by cafeteria worker
2. Vending machine items for resale
3. Urgent office supplies
4. Refreshments and/or supplies for meetings
5. Emergency maintenance services and supplies
6. Field trips
7. Gas purchases for school van or student transportation
8. Online purchases

Staff members can apply for the use of the School's debit/credit card by filling out a Debit/Credit Card Request Form. After approval, the Principal will provide the debit/credit card to the requesting staff member and keeps the log of the ownership of the card. After the staff member completes the purchase, the staff member returns the card with the itemized receipts to the Principal at the end of the activity or the next business day. If no receipt and proof of purchase is returned with the card, the purchase amount will be refunded by the staff member with a money order or deduction from the staff member's next paycheck.

The debit/credit card cannot be used for

- Alcohol,
- Tobacco,
- Cash advance, and
- Entertainment (unless prior approval of the Central Office)

Staff members and the Principal are advised to refrain from using credit cards as much as possible by planning ahead.

This policy does not conflict with the Purchasing Process Policy.

Approved: 7/24/12