



**ODYSSEY**  
**Charter**  
**School**

**Scot Hooper**  
Superintendent

**MEMO**

Pursuant to O.C.G.A. § 50-13-4, all interested parties are notified that an addition to the School Board Policy of the Community Education Association is available for review.

Policy AAA Odyssey Charter School, Credit Card Use & Procedures, had its first reading during the public forum of the February 23<sup>rd</sup> Odyssey Charter School Board of Education meeting.

All interested parties are invited to make comments or review the proposed policy. The public review will remain open until the required 30-day period is complete. Comments can be submitted to the following:

Community Education Association

Odyssey Charter School

14 St. John Circle

Newnan Ga. 30265

Odyssey Charter School will consider this policy for approval at the regularly scheduled School Board Meeting on April 20<sup>th</sup> 2023.



**ODYSSEY CHARTER SCHOOL  
CREDIT CARD USE & PROCEDURES**

The Board of Odyssey Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

**SECTION 1. Credit Card Policy**

**SECTION 1.1** The Superintendent and CFO are authorized to obtain credit cards in the School's name and are authorized to issue them on an as-needed basis to teachers, administrators, authorized school personnel and school board members for school related and approved travel and/or purchases.

**SECTION 1.2** The CFO is authorized to administer the credit card usage by employees.

**SECTION 2. Credit Card Limits & Users**

**SECTION 2. 1** The maximum line of credit on individual School credit cards shall not exceed \$10,000.

**SECTION 2. 2** A list of those individuals that have been granted permission to use a School credit card will be maintained in the Business Office.

**SECTION 2. 3** Credit card users must take proper care of the credit card(s) and take all reasonable precautions against damage, loss or theft. Any damage, loss or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability.

**SECTION 3. Credit Card Use**

**SECTION 3. 1** All credit cards will be in the name of the School. Credit cards may only be used for legitimate School business expenditures. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

**SECTION 3.2.** Credit cards are to be used for the following:

- 1) On-line Purchases where a credit card is required.
- 2) Travel-related expenses: airline tickets, lodging (if P.O. is not accepted), vehicle rentals, fuel, oil and repairs (for school vehicles), taxi fare or shuttle transportation, meals (must be overnight trips and/or work related meetings), internet connection for school issued devices, and emergency items related to the purpose of the travel.

- 3) Workshop or conference registration (if P.O. is not accepted)
- 4) Others as deemed necessary by the Superintendent and/or CFO.

SECTION 3.3 Any credits earned such as frequent flyer miles or other things of value received as a result of the use of the School's credit card will be the property of and solely for the benefit of the School.

SECTION 3.4 Individuals making purchases as outlined above are required to submit detailed receipts when returning the School credit card use.

SECTION 3.5 School credit cards are PROHIBITED from being used for the following (list not all inclusive):

- Any personal purchases – if a personal item is inadvertently purchased on a School-issued credit card in violation of this policy, repayment by the employee must be made immediately.
- Cash advances/disbursements from financial institutions.
- GIFT CARDS from any establishment for any reason.
- Salary and monetary awards.
- Consultant and maintenance agreements (one-time emergency repairs are permissible).
- Purchases from sources that the cardholder has a financial interest.
- Gifts.
- Entertainment and alcoholic beverages at any type of establishment.
- Room movies and room service.
- Vehicle expenses for personal vehicle (examples: carwash, auto parts and repairs).

SECTION 4. The CFO and/or designee shall monitor monthly the use of each credit card by auditing credit card expenditures and report any serious problems and/or discrepancies directly to the Superintendent. The Board will not authorize any credit card expense that is not first approved by the Superintendent or designee and is not matched to receipts.

SECTION 5. Misuse and/or Unauthorized Use

SECTION 5.1 An employee who violates a provision of this policy may have his/her credit card use privileges revoked and may be subject to disciplinary action as determined by the Superintendent. If the Superintendent violates a provision of this policy, he/she may be subject to disciplinary action as determined by the Board.

SECTION 6. Credit Card Use Agreement

SECTION 6.1 Prior to authorizing the use of School credit cards, the Business Office shall require the user to sign a credit card use agreement authorizing the School to deduct or withhold the amount of any and all charges to the credit card from the user's pay unless:

- a. The charge is for a school-related purpose authorized under this policy; and
- b. The person has submitted signed receipts and such other documentation as the



CFO and/or designee may require prior to the credit card statement being received by the Business Office for payment.

SECTION 6.2 The credit card use agreement must be signed and completed prior to any use of the School credit card and shall be kept on file by the School. Any use of the School's credit card prior to or without completing the credit card use agreement shall be considered unauthorized and may subject the user to discipline, including dismissal, and criminal charges.

## SECTION 7. Credit Cardholder Responsibilities

### SECTION 7.1 Cardholders are responsible for:

- IMMEDIATELY reporting a lost or stolen card to the Business Office.  
The security of the card. Under no circumstances is the cardholder to allow another person to use the School credit card.
- Making purchases for the School/school/department of authorized and allowed goods.
- Making purchases in compliance with information set forth in this policy.
- Ensuring original merchant documentation is complete and available for each transaction.
- Turning in your card to the administration upon retirement, leave of absence, or termination.
- Only School expenses can be charged on the School credit card.

## SECTION 8. Procedures for Using Credit Cards

### SECTION 8.1 Purchase Order

Do purchase order – Follow Office Procedure:

- 1) Request use of card from CFO and/or designee.
- 2) Read and sign credit card use form.
- 3) Make purchase.
- 4) Return the original itemized receipts, stapled to a copy of the P.O., to the Business Office within five days of the transaction. Reason for the expense and the names of all parties present must be turned in on/with the receipt (examples: meal expenses, group registration, etc.).

*Approved: February 23, 2023      Reapproved:*

*Revised:*

## CREDIT CARD USE AGREEMENT

I agree to the following criteria when using a Odyssey Charter School credit card.

Number on card received (last 4 digits): \_\_\_\_\_ Date: \_\_\_\_\_

Purpose: \_\_\_\_\_ PO #: \_\_\_\_\_

1. I understand that I am being entrusted with a corporate credit card and will be making financial commitments on behalf of the Odyssey Charter School. I will strive to obtain the best value on behalf of the School.
2. I will not allow others to use the credit card entrusted to me and will ensure that the card is kept secure at all times.
3. I understand that under no circumstances will I use the credit card to make personal purchases, either for myself or for others.
4. I agree that the credit card may be only used for School expenses.
5. I will obtain receipts and submit receipts which detail the items purchased. I understand I will be subject to a debit to my employment payroll if this is not completed.
6. I will complete a purchase order prior to using the School credit card and submit detailed receipts to administration within five (5) days of returning from a trip and/or for purchases and expenses incurred. Failure to do so may result in revocation of my use privileges and my purchases being considered personal purchases, therefore requiring me to reimburse Odyssey Charter School through a debit to my School payroll.
7. I understand that should I violate the terms of this Agreement and use the credit card for personal use or gain, I may be subject to disciplinary action; including possible termination and/or prosecution.
8. In the event the card is lost or stolen, I will immediately notify the School Business Services Office.

My signature below indicates that I have read, understand and agree to the terms for use of the School credit card as referenced in Odyssey's Board policy and the additional clarifications on the back of this signature form.

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Signature of Person Issuing Card

\_\_\_\_\_  
Date Card Returned

*\*Additional clarification of rules can be found on the reverse side of this form*

*Approved: February 23, 2023 Reapproved:*

In addition to Odyssey's Credit Card Use Policy, the following rules apply to use of School credit cards:

- 1) All receipts for credit card purchases have to be turned in to the supervising administrator within 5 business days of your return from a trip or within 30 days for any purchases made with a credit card. The supervising administrator then has 30 days to review it for receipts and make sure it is in accordance with School policy.
- 2) Absolutely no personal purchases put on School credit cards. For any personal expenses incurred (spouse flights, spouse meals, in room movie rentals, extra nights of hotel for your own stay and sightseeing, etc) have the expenses put on your own credit card.
- 3) When receipts are for more than one individual, you have to list who participated, i.e. list all names on food receipts and public purpose, list all names for taxicab fares, etc. Your claim has to be properly coded to the correct funding source.
- 4) Have your claim in order by date of purchase for each meal. Fill out the claim form in its entirety.
- 5) No alcohol on School credit cards.
- 6) Absolutely no school deliveries made to your personal residence.
- 7) Don't accept travel reimbursements from restricted vendors. If in question contact the Business Office.
- 8) If for some reason the School credit card you have been authorized to use does not work you can make the purchase with your own resources and the School will reimburse you. Notify the Business Office as soon as possible via email the credit card did not work.