



BOARD POLICY ON CREDIT CARDS

Statement Of Policy

A credit card provides John Adams Academies, Inc. ("JAA") personnel with the ability to effectively and efficiently make purchases in relation to the Board of Directors' approved budget.

This Policy applies to any and all users of JAA credit cards. JAA credit cards may only be used by authorized individuals for actual, reasonable, and necessary expenses incurred in the performance of their official duties on behalf of JAA in accordance with this Policy. Each user of a JAA credit card is accountable for expenses incurred and will adhere to all applicable policies and procedures adopted by the Board. (*See, e.g., Board Policy on Expense/Reimbursement/Disbursement*)

Credit Card Use

The Board of Directors will approve the issuance and card limits of all physical JAA credit cards. The Executive Director will approve the issuance and card limits of all virtual credit cards. The Executive Director will further restrict all virtual credit cards to a specific purpose, vendor, spending category, and/or time period, as appropriate.

On at least a monthly basis, the Executive Director, Chief Business Officer, and Chief Financial Officer will review a list of all new credit cards issued within the past month. At least annually, the Executive Director, Chief Business Officer, and Chief Financial Officer will review a list of all active credit cards, and any cards that are no longer needed as determined by the Executive Director will be cancelled.

Credit card(s) will be issued bearing the names of both the individual authorized to use the card and JAA. Cardholders will not assign to someone else the use of their credit card.

All purchases must be in accordance with the Board-approved budget and JAA's purchasing approval processes.

The person issued the card is responsible for its protection and custody, and shall immediately notify the Executive Director, and/or Headmaster, and/or Director of Finance if it is lost or stolen, who will inform the credit card company.

The person issued the card must immediately surrender the card and all itemized receipts to the Executive Director, Head Master or Board Chair when affiliation with JAA has ended.

Personal purchases of any type are not allowed.

All reward points or cash back are the property of JAA.

Violation of this Policy may result in appropriate discipline, including, but not limited to, revocation of credit card privileges and/or termination of employment.

Reporting Requirements

Credit Card statements for each credit card, along with itemized receipts for all items purchased with the card, will be reconciled by the Chief Business Officer on at least a monthly basis before approving any payment. The Chief Business Officer's credit card statements and receipts will be reviewed by the Executive Director, so that no individual is responsible for approving his/her own credit card use. Receipts must show the date, items purchased, and the dollar amount(s). The purpose of the expense must be noted on the receipt or in the accounting system

Card users are responsible for retaining all itemized receipts and submitting them for review as soon as reasonably practicable, but no later than ten (10) calendar days after the purchase date. Receipts for virtual credit cards must be submitted using the online accounting system. Receipts for physical credit cards may be submitted using the online accounting system or to the Chief Business Officer.

If an itemized receipt is missing, the card user will be responsible for contacting the vendor and acquiring a new receipt. In rare instances when a replacement receipt cannot be acquired from the vendor, a missing receipt form shall be submitted to and may be approved by the Executive Director. Should the Executive Director be required to complete a missing receipt form, approval from the Board Chair is required. If an itemized receipt is not available, missing, or contains an inappropriate expense, the card user may be held individually responsible for payment. Inappropriate or overuse of the missing receipt form may result in the loss of credit card privileges and disciplinary action.