



HEARTLAND LAKES COMMUNITY SCHOOL EXISTS TO EMPOWER SCHOLARS TO:
 BRAVELY LIVE THEIR TRUTH,
 TO BECOME WISE STEWARDS OF THE LAND AND RESOURCES
 AND TO IGNITE LASTING CURIOSITY THAT LEADS TO POSITIVE CHANGE IN THEIR SCHOOL, THEIR COMMUNITIES, AND THEMSELVES.

Policy 736 Use of School Credit Card

Adoption:	October 28, 2024
Revision History	
Last Board Review: October 28, 2024	
Next Board Review: October 2027	
Review Frequency: Every 3 Years (per Policy 208)	

I. PURPOSE

The purpose of this policy is to ensure that Heartland Lakes Community School (HLCS) credit card is used in an appropriate and approved manner.

II. GENERAL STATEMENT OF POLICY

- A. The credit card shall be used to facilitate on-line, phone and emergency purchases as well as approved trips and approved in-person purchases locally.

The Director is responsible for authorizing all purchases made with the credit card before the purchase is made.

- B. When not in use, the credit card will be in the possession of the Director who is responsible for it being kept in a locked and secure place.
- C. The credit card will have a maximum credit limit of \$25,000.00. And will not utilize the cash advance option.
- D. Expenditures must be in the approved budget.
- E. Personal use is strictly prohibited.
- F. HLCS's normal approval, limits, and purchasing policies and procedures will apply for all expenditures.
- G. It is the purchaser's responsibility to obtain a detailed receipt for all purchases. Failure to provide a detailed receipt will make the purchaser responsible for the expenditure

incurred. Those expenditures are to be reimbursed to HLCS no later than ten (10) working days following notification of improper documentation or use of the school credit card. In certain circumstances, a claim may be allowed without a proper receipt.

- H.** The purchaser may be responsible for all sales tax, should it be charged.
- I.** It is the responsibility of the Board to determine whether the school credit card has been used for appropriate school business with recommendation from the Finance Committee to the board.
- J.** Unauthorized use of the school credit card subjects the purchaser to discipline up to and including termination.
- K.** Credit card statements and the related purchase orders will be reviewed monthly by the finance committee.

Note: The applicability and enforceability of this policy 736 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arise, may be contrary to some aspect or all of the policy.