



3000 - Finance 630 - Use of School Credit & Debit Cards

1. Policy

- 1.1. Providence Hall Charter School (PHCS) credit cards and purchase cards (P-Cards) shall only be issued with the formal approval of the Board of Trustee (Board) or by the Executive Director when authorized, and with proper justification. If credit cards are issued they should be assigned to specific employees (cardholder), used only by the cardholder, and should be used only for PHCS-related expenditures. Debit cards issued to PHCS staff are discouraged and are only authorized after formal Board approval.
- 1.2. All charges must follow all procurement laws, PHCS policy, and administrative procedures. Cardholders are required, at least monthly, to reconcile their credit card accounts and provide documentation to the business office to substantiate charges. This may not be delegated and may not be delayed. The Board authorizes the Executive Director and/or business office to revoke cardholder privileges of any cardholders who do not comply with this policy.