

The Midlands STEM Charter School
Credit Card Usage Policy and Procedures

OFFICE OF RESPONSIBILITY: Finance

EFFECTIVE DATE: 07/01/2026

***Note:**

MSCS DOES NOT UTILIZE CREDIT CARDS.

THE Midlands STEM Charter School AT ERKSINE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART.

POLICY:

To establish the basic structure for the use of Midlands STEM Charter School Credit Card for the Midlands STEM Charter School under the direction of the Board of Directors at the Midlands STEM Charter School. The Superintendent and the Director, with joint agreement, are empowered to make non material modifications to policies without additional approval of the Board of Directors.

Midlands STEM Charter School Board recognizes the value of credit cards as an efficient method of payment and record keeping for certain expenses. The Board, therefore, authorizes the use credit cards. The authorization, handling, and use of credit cards is approved in order to provide a convenient and efficient means to purchase goods and services from vendors.

- The Board affirms that credit cards shall only be used in connection with Board-approved or Midlands STEM Charter School related activities and that only the expenses that are for the benefit of Midlands STEM Charter School and serve a valid and proper public purpose shall be paid for by credit cards.
- Under no circumstances shall credit cards be used for personnel purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

Any use of the credit card that violates Board policy or procedures or State statute shall result in disciplinary action up to and including termination, personal responsibility for any and all charges, including finance charges and fees assessed in connection with late payment resulting from such use, and / or possible referral to law enforcement authorities for prosecution.

The Board directs the CEO to determine and specify those employees authorized to use credit cards. The CEO shall be responsible for giving direction to and supervising such employees' use of credit cards.

If credit cards are issued they should be assigned to certain employees and should be used only for Midlands STEM Charter School -related expenditures. All charges must be supported by invoices to be eligible for payment by Midlands STEM Charter School.

Monthly credit card statements must be reconciled and approved by the Director and the CEO.

PROCEDURES:

Credit Card Usage

The Midlands STEM Charter School Credit Cards are to be used for Midlands STEM Charter School purchases only. No personal use of Midlands STEM Charter School Credit Cards is permitted, under any circumstance.

Prohibited Purchases

- No personal purchases of any kind (personal purchases are defined as purchases of goods intended for non-work-related use or use other than official **Midlands STEM Charter School** business).
- Cash advances including use of the card or card number at Automated Teller Machines (ATMs), inside bank branches or at cash advance, quasi-cash and money transfer locations such as Western Union, Tele check, etc.
- No gift certificates/cards, stored value cards, calling cards, pre-paid cards or similar products may be purchased with **Midlands STEM Charter School Credit Cards**.
- Alcoholic beverages.
- Tobacco products.
- Consultant and Contractor services.

Limitations

- Employees shall not use **Midlands STEM Charter School Credit Card** for any single transaction that exceeds \$1,000.00 with an exception to travel. *Please refer to Travel Section.* The monthly limit per card will be determined by Administration and may be adjusted as determined by demonstrated need.
 - Any expenditures exceeding \$1,000.00 must be purchased via the Finance Office. ▪
- Splitting a single transaction into several transactions to avoid the prescribed spending limits is specifically forbidden.
- When returning or exchanging items purchased with **Midlands STEM Charter School Credit Cards**, the cardholder may not receive cash back. Any credit balance after a return or exchange must be applied to **Midlands STEM Charter School Credit Card** account.

Security

Cardholders should always treat **Midlands STEM Charter School Credit Card** with at least the same level of care as one does their personal credit card. The card should be maintained in a secure location and the card account number should be carefully guarded.

The assigned Cardholder should assure that all credit card purchases are made in accordance **Midlands STEM Charter School's** credit card procedure and credit cards are properly issued and secured.

Cardholder must report a lost/stolen card to American Express (24 hours, 7 days a week) within 24 hours. Cardholder must also notify the Finance Department who will follow up with American Express to ensure that the account has been closed.

Training/Meeting Credit Card Usage

All snacks and/or meals for **Midlands STEM Charter School** trainings/meetings will be purchased by the Director of Operations or designee on the assigned **Midlands STEM Charter School Credit Card**. The conductor of the meeting is required to supply the Executive Assistant or designee with an appropriate list of items needed along with the number of attendees expected one week prior to the event.

Travel Credit Card Usage

When travel has been approved in compliance with procedure, an employee may charge the following travel related transactions on **Midlands STEM Charter School Credit Cards**:

- Registration
- Airline Ticket
- Hotel

- Parking
- Taxi/Shuttle
- Vehicle Escort Services
- Rental Car (if feasible)

Meals and mileage shall be claimed as per diem expenses and filed on a Travel Expense form. The exception for meals shall be at the Director and the CEO discretion and written approval must be attached to the receipt.

Gratuities

Midlands STEM Charter School may occasionally purchase meals for team members in alignment with Midlands STEM Charter School *Travel and Meal Policy*. Such expenses can be paid with Midlands STEM Charter School s credit card. Gratuities may not exceed 18% of the cost of meal.

Reconciliation and Approval of Billing

The Finance Office will print a monthly statement for each cardholder. Each cardholder must review and provide all receipts associated with the statement. After review, the cardholder must approve the statement with their signature and forward it to the Finance Office for payment no later than 5 business days after receiving the statement.

Approved 09/28/26