AEA Credit Card Procedures and Usage Guidelines

1. Eligibility and Issuance

- Credit cards may be issued only to permanent employees of AEA.

- All requests for credit cards must be made through the Business Services Department and approved by the Superintendent.

- Cardholders must sign the AEA Credit Card Procedures and Usage Guidelines Statement annually, acknowledging that the card will be used exclusively for legitimate school-related business.

2. Cardholder Responsibilities

- Accountability: Cardholders are personally liable for any inappropriate charges and responsible for resolving disputes directly with vendors.

- Appropriate Use: Credit cards may only be used when suppliers/vendors do not accept other forms of payment (e.g., purchase orders, checks).

- Travel Planning: Cardholders should plan travel and related activities in advance through Cariina rather than relying on their AEA credit card.

- Conference/Workshop Requests: All requests must be submitted through Cariina.

- Subscriptions and Memberships:

    - Must be under the employee's name and AEA email address.

    - May not be registered under or affiliated with personal email addresses.

- Card Security:

    - Cardholders must store cards securely and protect against loss or theft.

○ Loss or theft must be reported immediately to the Director of Business Services (DBS), regardless of day or time.

○ If stolen, a police report must be filed and a copy kept for insurance purposes.

3. Rules and Guidelines for Use

- Secure Transactions: Internet purchases must be made only through secure websites (https:// and padlock symbol).

- Spending Limits: Purchases shall not exceed $500 unless expressly approved by the Business Services Department.

- Prohibited Purchases: Credit cards shall NOT be used for:

  ○ Personal expenses of any kind

  ○ Gift cards

  ○ Alcohol

- Personal Use Restrictions: Cardholders may NOT:

  ○ Use the card for personal expenses

  ○ Assign the card for another person's use

  ○ Pay for another employee's or individual's personal expenses

- Documentation:

  ○ All itemized receipts must be attached to the monthly statement.

  ○ Backup documentation must be included, such as:

    ■ Meeting agenda (if meals for employees are purchased during work hours)

    ■ Any other detailed receipt associated with the charge

- Missing Receipts: If a receipt is missing, the cardholder is responsible for payment.

- Unauthorized Charges:

  - Any personal or unauthorized charges identified will be reviewed by the DBS.

  - The cardholder must reimburse AEA immediately for such charges.

  - The DBS will report findings to the Superintendent, who will determine whether to revoke credit card privileges and whether disciplinary action is warranted.

  - The governing board may revoke the DBS or Superintendent's card privileges.

- Purchasing Requirements: Purchases made with credit cards are subject to the same criteria and requirements as all other purchases.

4. Review and Approval Procedures

- Monthly Statements: Cardholders will receive a monthly statement detailing expenditures.

- Receipt Submission: Cardholders must submit all itemized receipts to the Finance Department within five business days of receiving the statement.

- Verification: Cardholders must review statements to confirm that all charges are accurate and approved.

- Finance Review: The Finance Department will review all charges against submitted receipts.

- Discrepancies: Any unidentified charges will be reported to and discussed with the DBS.

- Final Oversight: The DBS will review charges and supporting documentation prior to submission of back-office recap sheets.

ALBERT EINSTEIN
ACADEMIES

Certification of receipt of the AEA Credit Card Procedures and Usage Guidelines:

I, _____,
          (Print name of employee)   (position)

Hereby certify that I have received and understand the AEA Credit Card Procedures and Usage Guidelines, and I will comply with those procedures. Failure to comply with the procedures may subject me to disciplinary action up to and including termination.

_____
Signature of employee   Date

_____
Director of Business Services   Date