

<b>Policy Number:</b> F 004	<b>Title:</b> Credit Cards Policy
<b>Performance Standard:</b>	<b>Original Date:</b> 8/2006
	<b>Policy Council Approval/Revision:</b> 8/2006 1/2018 <b>BOE Approval:</b> 1/2018

**POLICY:**

McPherson/Marion County Head Start credit cards shall only be used for activities related to the program and its operations. Credit cards will be issued to the appropriate staff. All credit cards are closed electronically until the Head Start Director grants approval. Head Start Director will then notify USD 418 to allow card to be opened for a specific amount of time and amount. Staff will complete all necessary documentation and give to the Fiscal Secretary (FS) in a timely manner.

In the event a credit card is lost or stolen it will be reported immediately once card is noted as missing. Report missing and/or lost cards to the Head Start Director and/or Fiscal Secretary. Accounts Receivable (AR) at the district office will be notified to close the card and if appropriate, another card will be ordered.

**PROCEDURE:**

Fuel Cards

1. Visa fuel cards will be placed in their corresponding vehicle packet (VP) and kept in the corresponding building offices in a secure location. Vehicle Packets can be checked out by staff as needed. 2. When vehicles need to be refueled the driver will refuel and turn the receipt into the FS.
3. The FS will process gas receipts regularly. The FS will complete a “Fuel Purchasing Card Transaction Log” with all gas receipts for each vehicle. A Visa credit card has been assigned to each vehicle.
4. The FS will code the transaction log with the correct fund 52-account number. Each receipt will be listed indicating the vendor, description, and dollar amount. The FS will sign and date the log. All receipts will be attached to the log and given to the Head Start Director for approval.
5. The FS will photocopy the transaction log and each receipt after receiving the director’s approval. The FS will attach original receipts to the transaction log and send to the Executive Director for approval. The transaction log will then be

forwarded to the Accounts Payable (AP) clerk in the business office for final completion.

6. The AP clerk in the business office will verify the transactions against the fuel card statement. Any discrepancies between the statement and the receipts will be reconciled with the FS. Payment will be made after the Board of Education has given approval. The business office will keep all original documents. A copy will be kept in the AP file at the Early Childhood Center. These files will be kept and maintained for five years.

#### Purchasing Cards

1. To purchase items, staff will complete a "Pre-Approval Purchase Request" form. Staff will identify the quantity, description of the item(s), the estimated cost of each item(s), and identify which budgetary component will pay for the expense, such as teaching, office, family advocate, kitchen, etc. This form will be given to the staff members supervising program coordinator for approval. If approved, the program coordinator will submit the "Pre-approval Purchase Request" form to the Head Start Director for final approval. Off site staff may email their requests instead of using the "Pre-Approval Purchase Request" form.
2. When the Head Start Director approves a purchase, the "Pre-Approval Purchase Request" form will be given to the originating staff member. Off site staff will receive a reply via e-mail that approval has been given. Off site staff are responsible to provide a copy of the email along with the receipt of purchase.
4. After purchases are made staff members will complete a "Purchasing Card Transaction Log." Staff will complete the form with, name, building, date, vendor, description, amount, and signature. The original receipt must be attached to the transaction log form. Staff members will complete this log and submit to the FS immediately following the transaction.
5. The Central Office will receive a purchasing card statement from the issuing bank immediately following the 15<sup>th</sup> of every month. The AP clerk will send this statement to the FS at the Early Childhood Center for verification.
6. The FS will verify each transaction on the statement, matching log forms, receipts, packing slips if applicable, and pre-approval forms to the entries on the statement. The FS will code each receipt with the Head Start Fund 52 account number and/or the appropriate account numbers for allocations.
7. The FS will prepare the purchasing card spreadsheet, which lists each transaction in detail indicating all account numbers that apply to one transaction.
8. The FS will verify that all receipts balance to the statement before submitting to the Head Start Director for final approval. Any discrepancies will be tracked and

corrected by the FS. Once final approval has been given, the FS will photocopy each receipt and staple with the Pre-Approval Purchase Request form and packing slip if applicable. This documentation will be kept at ECO for record retention. The FS will staple the original receipt to the transaction log and bundle all purchasing card transactions with the original bank statement. This packet will be sent to the Executive Director for approval. Once this packet of transactions has been approved, the Executive Director will forward it to the Accounts Payable (AP) clerk in the business office for processing.

9. All original documentation will be maintained at the Business office of Early Childhood Office for five years as required.