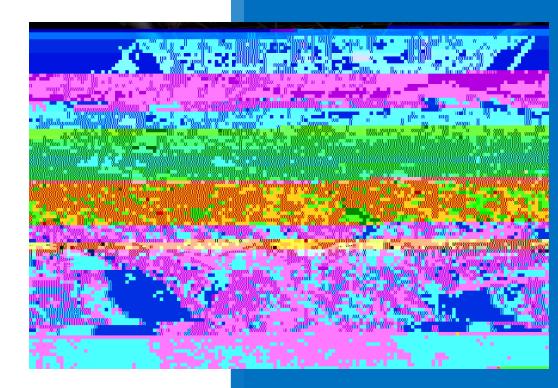


IDEA Public Schools

# CORPORATE CAR



CORPORATE CARD POLICY

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### IDEA PUBLIC SCHOOLS BPrvRD POIC Y



#### Sec. 4. Program Overview.

As set forth in this policy, the Board authorizes the Delegates to establish a corporate credit card program to permit authorized IDEA employees to travel for business-related purposes and to purchase miscellaneous supplies and/or non-professional services. The Delegates shall only allow the use of the corporate card for official IDEA business purposes, in conjunction with the employee's job duties, and prohibit the use of the Program for personal benefit or use. Any employee authorized to participate in the Program shall be required to sign a Corporate Cardholder Agreement. See Appendix A: Corporate Cardholder Agreement. In addition to other pertinent requirements, the Corporate Cardholder Agreement shall require the employee to pay for any unsubstantiated charges, unallowable charges or for the purchase of personal property and non-business-related supplies and/or non-professional services.

#### Sec. 5. Participation Required.

Sec. 5.1. An IDEA employee who incurs more than \$500 per month in expenses on behalf of IDEA for business related activities shall participate in IDEA's Corporate Card program.

Sec. 5.2. An IDEA employee may decline to participate in IDEA's Corporate Card program; however, in doing so, the employee shall not be assigned or otherwise receive a corporate card. In electing to opt out of the Corporate Card program, the employee shall agree to use IDEA's purchase requisition or other purchasing process and/or use their personal line of credit to incur business related expenses and to submit same for reimbursement pursuant to all applicable Board policies.

Sec. 6. A

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Sec. 7.1.4. The Corporate Card Administrator shall disclose, in writing, any violation of this policy by any cardholder to the Board's Audit Committee, the Board's Finance Committee, and Internal Audits.

Sec. 7.1.5. The Corporate Card Administrator shall work collaboratively with Internal Audits to prepare the report required under Sec. 12.3 of this policy.

Sec. 7.2. C

Sec. 7.2.4. Authorized Use.

Sec. 7.2.4.1. All purchases made on the corporate card must be made by the cardholder or with the cardholder's approval, on behalf of IDEA. The cardholder is responsible for the security of the corporate card and the transactions made with it. Cardholders may not under any circumstance provide the corporate card for use by any third-party not authorized by the Corporate Card Administrator. Failure to follow the requirements set forth in this policy and related administrative procedures may result in a financial obligation by the cardholder to IDEA and disciplinary action, up to and including termination. Violations shall also lead to revocation of the cardholder's right to have a corporate card.

Sec. 7.2.4.2. The Program carries individual liability and, thus, may affect the cardholder's credit

#### Sec. 7.2.5. Method of Procurement.

Employees authorized to use the corporate card program to purchase goods and services are required to and shall be responsible for procuring goods and services pursuant to the procurement methods identified in the Board's Purchasing Policy. Importantly, cardholders must ensure compliance with federal procurement standards.

Sec. 7.2.6. Maximum Allowable Travel Costs.

See Sec. 14 of Board Policy for Travel.

Sec. 7.2.7. Safeguarding Card.

Cardholders shall appropriately safeguard their assigned corporate card, including the account number, the related security code, and expiration date to protect against any unauthorized access to IDEA's corporate account. Refer to Sec. 9.3 of this policy.

#### Sec. 7.3. RECONCILER.

Cardholders may designate a subordinate employee as their reconciler. The cardholder's reconciler shall be responsible for collecting all receipts and submitting all supporting documentation for expense reimbursement. However, the cardholder shall remain personally accountable and liable for the accurate, complete, and timely submission of all require documentation, particularly original, itemized third-party receipts. Cardholders shall notify the Delegates, in writing, of the employee assigned reconciler responsibility within five (5) business days of having made said assignment. The Delegates or designee shall train the reconciler on the requirements of



#### Sec. 9. CORPORATE CARD CONTROLS.

#### Sec. 9.1. CREDIT LIMITS.

Sec. 9.1.1. <u>Monthly Credit Cycle Limit</u> is the amount that can be spent in a credit cycle. The corporate card monthly credit cycle control limits are established as follows:

Job Title	Monthly Credit Limit
Chief	Variable
Executive Assistant	\$4,000
A rea Superintendent Regional Superintendent Executive Director	\$6,000
Vice President	\$6,000
Executive Principal	\$10,000
Principal	\$6,000
APO	\$4,000
Director	\$4,000
CNP (RGV, AUS & SAT Regions)	\$4,000

Sec. 9.1.2. Temporary increases to the credit limit on any card are determined by the Credit Card Administrator.

#### Sec. 9.2. MERCHANT CATEGORY CODE BLOCK.

A Merchant Category Code (MCC) Block restricts the Cardholder



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- (s) Intellectual property(t) Leases for personal property
- (u) Loans
- (v) Medical services
- (w) Narcotics or other controlled substances(x) Non-business related or

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(b) the original, itemized third-party receipts and other such records that fully disclose the goods and/or services purchased.

Sec. 9.11.2. All purchases with the Corporate Card require an original, itemized third-party receipt to document the details of the expenditure. The charge slip by itself is not adequate documentation – an itemized receipt or bill of sale is required. Furthermore, credit card regulations require that the merchant include a receipt that details the items purchased, the dollar amount of each item, and the total dollar amount of the transaction.

Sec. 9.11.3. An itemized receipt means that the date of the transaction is disclosed, the number of items purchased is provided, a clear and specific description of each item purchased is included (i.e. "gen. mdse", "misc.", or "tax exempt item" are not adequate descriptions), and the price for each item purchased is listed along with subtotal, tax exemption, and total. Vendor's name and other identifying information (e.g., physical address, phone number) must appear imprinted or stamped on all receipts. Adding machine tape with item description written alongside is not an itemized receipt.

Sec. 9.11.4. It is the responsibility of each cardholder to ensure that they are provided by the vendor with a receipt conforming to the requirements set forth in Sec. 9.11.1 and 9.11.2.

Sec. 9.11.5. Cardholders that do not adhere to the receipt retention policy will not be reimbursed.

Sec. 9.11.6. Lost receipts are <u>NOT</u> an option. If no supporting receipt is provided, the charges shall become the personal responsibility of the cardholder.

Sec. 9.11.7. See the Accountable Plan Policy for additional purchase documentation required for reimbursement.

#### Sec. 9.12. TAX EXEMPT STATUS.

IDEA is tax exempt in the States of Texas and Louisiana. The Corporate Card allows cardholders to make tax-free purchases. If vendors ask for additional documentation, the cardholder should be prepared with the following documents:

- (a) Texas Sales and Use Tax Exemption Certification
- (b) Louisiana Sales and Use Tax Exemption Certification
- (c) Texas Hotel Occupancy Tax Exemption
- (d) Texas Motor Vehicle Rental Tax Exemption

Sec. 9.13. MER 30RJT8 1 Tf1.11gETf.63D191.52 331.98 Tm-8 Tc0 Tw[ER 3024TJ2ECg )1(LI. If6(Ng )1(E.14 331.98 Tm.002 )Tj0151



Sec. 11. VIOLATIONS AND P

#### Sec. 11.1.3.3. Non-Compliance of Program.

- (a) Lost receipts
- (b) Non-itemized receipts
- (c) Texas state sales tax
- (d) Louisiana state sales tax
- (e) Texas state hotel occupancy tax
- (f) Texas motor vehicle rental tax
- (g) Travel meals for which per diem was received
- (h) Personal use

Any charges of a personal nature are strictly prohibited.

#### Sec. 11.1.4. Penalty Escalation Matrix.

The following escalation matrix will be followed and tracked for violations and penalties.

- First offense: Written warning, manager notified
- Second offense: 30-day card suspension, manager notified
- Third offense: 90-day card suspension, manager & Chief notified
- Fourth offense: Permanent card cancellation, manager, Chief and CFO notified.

#### Sec. 11.2. FAILURE TO DOCUMENT.

If an employee fails to provide the required substantiating records and document the business purpose in accordance with Sec. 9.11 of this policy and the Accountable Plan Policy, the employee will not



#### **Sec. 16.** <u>RETENTION.<sup>13</sup></u>

This policy shall be retained until superseded, expired, or discontinued and for five (5) years thereafter in accordance with state law.

#### Sec. 17. <u>CERTIFICATION</u>.

The Undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of the Corporate Card Policy, as originally adopted by the Board on May 1, 2020, and subsequently amended by the Board on June 12, 2020, July 17, 2020, August 13, 2020, October 23, 2020, March 25, 2022 and August 19, 2022, which Policy, as amended, is in full force and effect and has not been revoked or amended.

DocuSigned by:  Anthony Vandhan  Dee527288074462	
Anthony Ryan Vaughan, Board Secretary	/
Date Certified	_

<sup>&</sup>lt;sup>13</sup> Tex. Ed. Code §12.1052; 19 TAC §100.1203; See Record Number GR1000-38 and GR1025-25 in Local Schedule GR: Records Common to All Local Governments, Revised 5th Edition (Effective April 17, 2016) adopted by the Texas State Library and Archives Commission at Texas Administrative Code, Title 13, §7.125(a)(1).

#### APPENDIX A: CORPORATE CARDHOLDER AGREEMENT.

The corporate cardholder agreement referenced in Sec. 4 and required pursuant to Sec. 6 is included in this Appendix A and follows after this page in the form required to be completed by each cardholder and with the terms and conditions to be agreed upon by the cardholder.

## CORPORATE CARD AGREEMENT (APPENDIX A TO BOARD POLICY RELATING TO CORPORATE CARD.)

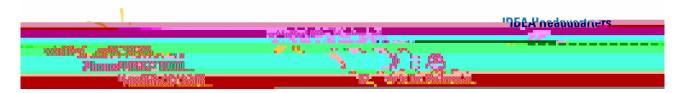
The IDEA Public Schools corporate credit card is a purchase card system benefitting IDEA Public Schools and the cardholder through prompt payment to vendors and delegates' responsibility for low value purchase authority to those making the commitment. Your signature below is verification that you have read the policies adopted by the Board of Directors relating to Corporate Card, Purchasing, Employee Awards & Gifts and Accountable Plan and agree to follow all a

- (k) As the corporate card is property of IDEA Public Schools, I understand that I will be required to follow internal control procedures designed to protect IDEA Public School assets, including producing the card to the Corporate Card Administrator, my immediate supervisor or other authorized IDEA employee to confirm that the card is in my possession and control;
- (I) I agree to provide itemized receipts to support the payment of the expenses charged to the card and to audit the use of the corporate card account number assigned to me;
- (m) I understand that I will receive a monthly statement online disclosing all of the expenses charged to the corporate card account assigned to me during the statement period;
- (n) I agree to verify that all of the transactions on each monthly statement are business transactions initiated or otherwise authorized by me;



**APPENDIX** 

## WAGE DEDUCTION AUTHORIZATION AGREEMENT (APPENDIX B TO B



- administrative fees in connection with court-ordered garnishments or legally-required wage attachments of my pay, limited in extent to the amount or amounts allowed under applicable laws;
- (k) if I take paid vacation or sick leave in advance of the date I would normally be entitled to it and I separate from IDEA before accruing time to cover such advance leave, the value of such leave taken in advance that is not so covered:
- (I) the value of any time off for absences to which paid leave is not applied (non-exempt salaried employees will have all such unpaid leave deducted from their salary, while exempt salaried employees will experience salary reductions only in units of a full day or week at a time, depending upon the exact nature of the absence, unless partial-day deductions are specifically allowed under federal law);
- (m) failing to make any required payment for any unallowable, unsubmitted or unapproved expenses charged to my corporate card account;
- (n) any outstanding balance due on the corporate card account assigned to me upon my separation from IDEA; and
- (o) if my employer pays any insurance premiums or retirement system contributions ("payments") on my behalf that I would normally make under the applicable IDEA benefit plan, the amount of such payments made by IDEA, such payments being an advance of future wages payable to me.

I hereby authorize IDEA to deduct an amount(s) from my earnings for reasons pertaining to any of the circumstances listed on this agreement, or if any of the above situations occur. I further understand that IDEA has stated its intention to abide by all applicable federal and state wage and hour laws and that if I believe that any such law has not been followed, I have the right to file a wage claim with appropriate state and federal agencies.

Employee's Signature	Date
Employee's Name (Print)	
Corporate Card Administrator	Date

Wage Deduction Agreement, Page 2