Debit/Credit Card / P-Card

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This policy establishes requirements for the use, approval, documentation, and oversight of school-issued credit and procurement cards (p-cards) to ensure compliance with state and federal law, SCSC requirements, and best practices in financial stewardship at The Meliora School.

Authorization and Issuance.

- Credit/p-cards may be issued only to the Head of School and other personnel specifically authorized by Governing Board action.
- All cardholders must sign a Cardholder Agreement acknowledging allowable uses, documentation requirements, spending limits, and consequences of violations before a card is issued.
- Debit cards are prohibited.
- Split purchases designed to circumvent dollar thresholds are strictly prohibited.

Purchasing Thresholds. All purchases made with a credit/p-card must comply with applicable procurement thresholds:

Purchase Range	Required Signatures / Approvals	Documentation
≤ $2,500	CFO **or** Head of School	Original receipt/invoice, proof of payment, and documentation in monthly financial report.
$2,501 - $5,000	Two authorized signers: CFO **and** Head of School or Board Treasurer	Original receipt; proof of payment; purchase justification (why card was used).
$5,001 - $10,000	Two authorized signers: CFO **and** Board Chair or Treasurer	Original receipt; proof of payment; purchase order required; minimum of two written quotes; documented selection rationale
> $10,000	Prohibited on credit/p-card. Purchases must follow the Procurement Policy (check/ACH/wire) with required approvals, quotes/bids, and Board action.	N/A - refer to Procurement policy thresholds

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Controls and Limits.

- Aggregate monthly limits shall be established for each cardholder by Board resolution and aligned with the adopted budget.

- All credit/p-card purchases must follow the Procurement policy and Procurement Regulations.

Administration.

The Operations Director or equivalent shall serve as Credit/P-Card Administrator, responsible for:

- Collecting receipts and supporting documentation for every purchase;
- Verifying refunds/credits for returned items;
- Confirming that approvals are in place;
- Maintaining all documentation for audit purposes; and

Documentation and Retention. All purchases must be supported by original receipts, invoices, approvals, and proof of payment. Documentation must clearly show compliance with the applicable purchasing threshold requirements. Records shall be retained for at least five (5) years or longer if required by federal or state law.

Accountability and Compliance.

- The CFO will review the documentation detailed under Administration to ensure compliance on a monthly basis.
- Any discrepancies or unallowable charges must be reported immediately to the CFO, Finance Committee, and Governing Board.
- Any unauthorized or unallowable use of a credit/p-card may result in repayment of unallowable costs, suspension of card privileges, disciplinary action up to termination, and/or referral to law enforcement under O.C.G.A. §16-9-37.

Legal and Regulatory References.

O.C.G.A. §20-2-167 (Budgeting & Financial Reporting)
O.C.G.A. §16-9-37 (Financial Transaction Card Fraud)
Financial Management for Georgia Local Units of Administration (LUAs) Manual
2 CFR Part 200 (Uniform Grant Guidance)

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Date	Description	Approved By
09/08/2026	Initial policy adoption	Governing Board
MM/DD/YYYY	Revision: (explanation)	Governing Board