



# CAPSTONE

## Classical Academy

### **School Purchasing Policy** **Revised 9/24/22**

This policy is in effect immediately for all Capstone employees.

- You may not make any purchases with school credit card, check, or cash without a purchase order. You can find the purchase order form on our [employee forms page](#). Please bookmark it for regular use.
- You may not use a school credit card, cash, or check without written approval of your purchase order request. Email from the Headmaster constitutes approval. Oral approval does not constitute approval. You must produce written approval to justify expenses incurred by you.
- Credit cards must be checked out of the business office and cannot be carried on your person indefinitely. You must sign for them and write on the signature page the purchase you will be making. DO NOT sign out a credit card for an expense for which you do not have an approved purchase order request. When used for online purchases, the card should be used in the office only and then checked back in to the business office for safekeeping immediately upon completing the purchase.
- You MUST provide a receipt for any and all purchases made by school credit card, school check, or school cash.
- You MUST write your PO number on the receipt before you give it to the business office (Sue).
- If you have recorded credit card numbers or checking account numbers in any documents (paper or electronic), please destroy or delete those now.
- You may possess login credentials for an account that has our credit cards or backing information stored in it online. If so, you do not need to check out a credit card to use that account for purchases, but do not make such purchases without an approved PO.

Failure to follow these policies may result in formal discipline, financial penalties, or dismissal.