



Philadelphia Home and School Council
Families supporting Philadelphia schools since 1897

Philadelphia Home and School Council Home and School Association Credit/Debit Card Policy Statement

It is the intent of the Philadelphia Home and School Council, the governing body, to approve bank account related debit card, for use by Home and School Associations, for use by Home and School Associations (HSA) officers, who are elected or appointed members of the Executive Board of the Home and School Associations.

Scope: This policy applies to any and all member HSA officials of the governing body of said Home and School Associations (HSA). Additionally, this policy applies to any and all usage by the named official for HSA issued debit cards.

Authorized Uses: Authorized uses of the HSA specific issued debit card are as follows:

Travel costs: *Please refer to travel policy for further explanations*

- Airfare
- Lodging
- Shuttle service
- Rental vehicles
- Gasoline for Rental Vehicles
- Gasoline for Personal Vehicles when used and documented usage is for official company business as per HSA specific Bylaws of Policy
- Meals – *documented as outlined in this policy*

Purchases:

- Office supplies
- HSA Store inventory
- Fundraising items (i.e. flyers, merchandise, food, etc.)
- Other expenses when the Purchase Order process is not possible due to timing

For large purchases such as a laptop, printer, etc need to be approved by the board.

Electronic E-Commerce Payments

Amazon, ApplePay, Cash App, GooglePay, PayPal, Venmo, Zelle or any other Electronic Envelope that provides debit cards must follow the PHSC HSA Credit/Debit Card Policy.

Required Documentation

Receipts: Receipts supporting debit card usage **MUST** be attached to the monthly “Treasurer Report”. The receipts should be secured to an 8 ½’ by 11” piece of paper and attached to the

“Treasurer Report”. Sufficient description should be provided on the attachment to assist the Treasury Committee in determining the expenses are used for official business.



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Special Documentation for Business Meals and Entertainment Expense Charges:

A separate Business Meals and Entertainment Form will be completed for each charge. This form requires the following documentation:

- Payee (Establishment)
- Amount
- Classification as meal or entertainment
- Date
- Time
- Name(s) of Attendee(s)
- Business purpose
- Business relationship between the employee(s) and the guest(s)
- Signature of the responsible employee attendee

All of these types of charges must be accompanied by original receipts secured to an 8 ½” by 11” piece of paper. Receipts must include BOTH the itemized food and beverage receipt, along with the payment receipt (including gratuity).

*The monetary limitation for meals and entertainment will be determined by each individual HSA and **MUST BE** approved by the HSA’s executive board before the date of the event.*

Unauthorized Uses: Any personal charges incurred that are not related to official HSA business. If personal charges are discovered, the charges need to be paid back to the HSA and the officer may be prosecuted to the fullest extent of the law.

Violations: Violations of this usage policy may result in cancellation of the debit card, formal reprimand and termination as follows:

- First violation: Formal Reprimand and Termination of Usage Privileges for one month
- Second violation: Immediate termination of membership. Add possible investigation through PHSC and OIG
- Third violation : Immediate termination of membership. Investigation conducted through PHSC and OIG. Prosecution to the fullest extent of the law

Statement of Responsibility: The use of the business issued debit card is an important privilege which is intended to facilitate business by the HSA. Adherence to this policy is vital in ensuring not only the continuation of this privilege, but also in ensuring that neither you nor the company is subjected to financial hardship or public criticism.

I, _____, have read and understand the responsibilities outlined in this policy. I agree to abide by the provisions in this policy and understand that violations of this policy may result in disciplinary actions including termination.

Signature

Date