

Policy 7005: Electronic Banking and Electronic Payments

Status: ADOPTED

Original Adopted Date: 06/13/2022 | **Last Reviewed Date:** 06/13/2022

Electronic banking and electronic payment options are used by the Caldwell School District and its schools to collect funds from parents/patrons/students for various school-related purposes. It shall be the responsibility of the District's Chief Financial Officer (CFO) to establish such electronic payment options. No individual employee or school has the authority to establish any such relationships for any school-related purposes. Prior to accepting any electronic payment, the individual school and/or employee shall obtain pre-approval from the CFO.

The District CFO shall work with individual schools to make proper arrangements for the use of the electronic payments for the intended purposes. The District CFO shall designate and train specified individuals in each school who are authorized to accept electronic payments as well as how such shall be properly recorded and reconciled for accounting purposes. All such accounting regulations shall be consistent with the District and School regulations associated with the acceptance of other forms of funds received by the District/School when received in non-electronic format.

Due to the fact that the use of such payment options may involve an additional cost to the District/Schools that would not otherwise be a cost to the school if payment was received via cash or check, the District/School reserves the right to pass on any and all such additional use costs to the parent/patron/student choosing to use such a method of electronic payment.

No school employee has the authority to use any personal or private electronic account or electronic banking for the collection of any funds associated with any school-affiliated or district program or activity, including but not limited to: fundraisers, field trips, activity participation, concessions. Such actions, when done by a certificated employee, will be reviewed in light of the Code of Ethics for Idaho Professional Educators and may result in disciplinary action at the District level and reporting to the Professional Standards Commission.

Any crowd fundraising activities shall be done consistently with this policy as well as any other specific policy of the District addressing crowd fund-raising.

Idaho Code § References

33-512

Description

[Governance of Schools](#)

Cross References

4530

Description

[Crowdfunding](#)