



# Memo

**To:** Jackson County School Board

**From:** Amber Geiser, Business Manager

**Date:** July 13, 2026

**Re:** Request for Authorization to Implement Commercial Card Program

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This memorandum seeks Board authorization to implement the Elan OneCard Commercial Credit Card program through our current depository bank. This initiative is designed primarily to handle employee travel and meal expenses more efficiently. It is a **no-cost, no-commitment program** that will streamline our internal administration, reduce out-of-pocket burdens on staff, and significantly strengthen fiscal oversight.

Please note that this program will not completely replace our current travel procedures but will serve to modernize, streamline, and safeguard how funds are utilized in the field. Upon receiving Board permission, a fully updated Travel Policy and Procedures Manual will be drafted and presented to the Board for formal review and final approval before cards are distributed.

## Core Program Objectives

- **Employee Travel:** To provide a secure method for handling day-to-day travel and meal advances for staff members.
- **Student Group Travel:** To effectively manage expenses related to teacher-led student groups and team travel.
- **Administrative Efficiency:** To reduce the district's reliance on manual cash advancements, personal cards, and lengthy employee reimbursement queues.

## Enhanced Control and Safeguards

The Elan OneCard program utilizes an administrative platform called **Access Online**, which introduces strict regulatory and risk management controls that surpass traditional payment methods:

- **Credit & Spending Limits:** Administrators can set exact active date ranges and custom credit limits by individual card to prevent overspending.
- **Merchant Category Code (MCC) Blocking:** The system can block specific categories of merchants at the account management level to ensure funds are exclusively spent on approved categories (e.g., lodging, transportation, meals).
- **Digital Visibility:** The system enables robust transaction management, allowing real-time tracking, allocation matching, and clear accountability for every dollar spent.
- **Policy Compliance:** Access Online features standard program management reporting options to ensure all expenditures align with district policy guidelines.

### **Implementation Plan and Next Steps**

**Financial Assurance:** Because this program is facilitated through our existing depository institution, there are no implementation fees, no annual commitments, and no added costs to the district.

If permission is granted to participate in this program, the following timeline will be executed:

1. **Travel Manual Update:** A comprehensive update to our current travel manual will be drafted to outline precise cardholder responsibilities, approval workflows, and limits.
2. **Board Review:** The updated manual will be brought before the board for formal review, adjustment, and final approval.
3. **Onboarding & Deployment:** Staff will be trained using digital user guides and web-based resources provided by Elan Client Services before any cards are deployed.

Thank you for your consideration of this request to modernize and secure our district's travel management workflows. I am available to answer any questions you may have.