

## Credit Card:

The purpose of this policy is to prescribe the internal controls for management of District credit cards.

- 27.1 This policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.
- 27.2 A credit card shall be issued to the Executive Assistant. Credit cards shall not be issued to or used by members of the Board of Directors.
- 27.3 A District Credit Card can be issued at the Discretion of the CEO, managed, reconciled and paid separately.
- 27.4 Each transaction is limited to \$5,000.00. Approval from the President or Treasurer will be necessary for any transaction exceeding this limit unless previously authorized by District policies or resolutions.
- 27.5 All credit card bills shall be paid in a timely manner to avoid late fees and finance charges.
- 27.6 All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card.
- 27.7 All credit-card transactions shall have third-party documents (receipts) attached and the District purpose explained by the cardholder.
- 27.8 The Chief Executive Officer shall review and approve credit-card transactions by the designated cardholders. The Board of Directors shall review and approve credit-card transactions through the Board Finance Committee and ultimately by the Board of Directors.