

Adopted: 10/24/2015

Revised: 4/22/17

791 CREDIT CARD USE

I. PURPOSE

The purpose of this policy is to establish authorized signers and procedures for using and documenting expenses for a school credit card.

II. GENERAL STATEMENT OF POLICY

In order to avoid theft, fraud, or other inappropriate use of West Side Summit's funds by the credit card, this policy outlines appropriate procedures and safeguards for credit card use.

III. PROCEDURES

- A. Authorized signers of the card will be limited to the Executive Director and the Director of Operations, or their designee.
- B. The credit limit for the school will not be higher than \$25,000.00 per month.
- C. Receipts should be filed in accordance with established expenditure protocols outlined in other purchasing policies.
- D. The school will purchase insurance to cover against employee theft or fraud.
- E. If, in any given month, the administration believes the school needs to exceed the credit limit, the Board Chair will be notified for approval.