

***TWIN CITIES INTERNATIONAL ELEMENTARY SCHOOL
MINNESOTA INTERNATIONAL MIDDLE SCHOOL (491)***

CREDIT CARD GUIDELINES

The following guidelines apply to use of the school's VISA credit card.

- (1) Authorized signers of the card will be limited to the directors and the business department.
- (2) The credit limit for TIES will be a maximum of \$7000 per month.
- (3) Receipts for all credit card purchases will be collected for each monthly statement and submitted to the business manager with the credit card statement. If a receipt does not exist for a purchase, the cardholder who purchased the item will be responsible for reimbursing the school for the cost of the item purchased.
- (4) The school will purchase insurance to cover against employee theft or fraud.
- (5) If, in any given month, the administration believes the school needs to exceed the credit limit of \$7000, the board chairs will be notified for approval.

Adopted: November 2007