

Adopted: February 13, 2005

Reviewed: January 2022

Twin Cities International Schools
CREDIT CARD GUIDELINES (491)

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

- (1) Authorized signers of the card will be limited to the director and the curriculum coordinator.
- (2) The credit limit for each card will be \$15,000 per month, or a maximum of \$30,000 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 \$30,000, the board chair will be notified for approval.