

TWIN LAKES STEM ACADEMY CREDIT CARD GUIDELINES (791)

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

- (1) Authorized signers of the card will be limited to the Executive Director, the Assistant Director, and a Check Signer
- (2) The credit limit for the school will be \$25,000.00 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 \$25,000.00, the board chair will be notified for approval.

Revised: 9/30/24