

*Adopted: August 7, 2020*

*Reviewed: May 12, 2023*

## UBAH MEDICAL ACADEMY

### **Credit Card Guidelines (791)**

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

- (1) The director will be an authorized signer of the credit card. The director may designate up to one other cardholder subject to board approval.
- (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.