

SYSTEM-ISSUED CREDIT CARD POLICY AND AGREEMENT

A credit card may be issued to a staff member who frequently makes purchases for WVLS supplies or equipment, or for events and travel. All expenditures must be made within the guidelines of the approved budget. Prior to receipt of a WVLS credit card, the staff member must agree to adhere to the procedures outlined below and sign the credit card agreement.

PROCEDURES

Any staff member granted permission to use a WVLS credit card shall abide by the following procedures:

- Maintain itemized receipts for all purchases.
- Ensure information about the acquisition - the amount paid, vendor, and description of purchase – is recorded on all receipts.
- Submit itemized receipts to the WVLS Business Manager within 10 days of purchase.
- Report account number(s) for each purchase.
- Not make unauthorized purchases.

The amount of available credit on each WVLS credit card shall be determined by the System Director and WVLS Board of Trustees.

The Business Manager shall reconcile the list of credit card charges on the monthly invoice to ensure expenditures match receipts and to monitor unauthorized activity. Charges on WVLS credit cards shall be reviewed monthly by the Business Manager, Director and WVLS Board Treasurer. Balances on WVLS credit cards shall be paid in full each month so as not to accrue finance charges.

AGREEMENT FOR USE OF SYSTEM-ISSUED CREDIT CARD

A credit card is issued to you on a temporary basis and remains the sole property of WVLS. The right to use this card may be revoked at any time and without warning by the issuing financial institution or by WVLS.

I acknowledge that the credit card I receive shall be used exclusively for legitimate WVLS-related purposes. I agree to take reasonable precautions to protect the card from loss or theft by storing it in a secure location.

Card Issued _____ Card Number: _____

Card Holder Signature _____ Date: _____

Signature of Witness _____ Date: _____