



## CREDIT CARD POLICY

The Credit Card policy is intended to establish guidelines for the use of a credit card by the Executive Director (or other designated staff member) of Delaplaine Foundation for business-related expenses. This policy aims to ensure responsible use of organizational resources and maintain transparency in financial transactions.

The Credit Card may be used for legitimate business expenses including occasional business lunches with stakeholders. Credit card charges for business-related expenses in excess of \$250 must be approved in advance by the Delaplaine Foundation Board President or Treasurer.

The Credit Card shall not be used for personal expenses, alcoholic beverages, any expense that is not directly related to official business of Delaplaine Foundation.

The Executive Director (or other designated staff member) shall provide receipts and documentation for all Credit Card transactions to the Foundation Treasurer, including:

- Date and purpose of the expense
- Names and affiliations of individuals involved
- Business purpose of the expense

The Executive Director shall acknowledge and agree to adhere to this policy upon issuance of the Credit Card.