

CREDIT CARD POLICY

The Credit Card Policy will be administered by the Co-op Co-ordinator who will only use the Credit Card for purchases approved by the Board of Directors.

1. The Co-ordinator will be the only person to use the credit card.
2. All credit card purchases must have preapproval from the Board of Directors
3. Any change to the credit card's credit limit must be approved and minuted by the Board of Directors.
4. The credit card must not leave the office at any time.
5. The monthly credit card statement must always be reconciled and reviewed by two signing officers.
6. Credit card bills must be paid in full and on time.
7. All purchases made with the co-op's credit card must be for co-op business.
8. No personal purchases will be permitted with the co-op's credit card.