
Credit Card Policy

Purpose:

The purpose of this policy is to provide an efficient method of acquiring services to support the Boise State University Foundation ("Foundation").

Policy:

1. The Foundation Executive Committee authorizes the Foundation to issue credit cards to certain of its staff to conduct Foundation business activities.
2. The Foundation management staff will select a financial organization to issue credit cards to the Foundation.
3. Each individual issued a Foundation credit card will sign a cardholder user agreement form prior to being issued a card.
4. Each individual issued a Foundation credit card will complete a cardholder application with sufficient information to issue the credit card.
5. No personal purchases will be allowed on the Foundation credit cards.
6. The credit limit for each individual card will not exceed \$5,000.
7. Any expenditure over \$600 for a single purchase will need a pre-authorization by the Executive Director of the Foundation.
8. Each cardholder will provide detailed information and supporting documentation about each purchase monthly to Foundation Accounting in order to reconcile to billing statements from credit card issuer.
9. Failure to follow these policy will result loss of the Foundation credit card.
10. Any credit card user who leaves the staff of the Foundation will return their credit card prior to their leaving the staff. The staff will provide all invoices and explanations for charges when returning their credit card.