

Lewis Center for Educational Research

**AR 3350 (b) BUSINESS - NON-INSTRUCTIONAL OPERATIONS
TRAVEL – ORGANIZATIONAL CREDIT CARD**

Adopted: September 10, 2007

Revised:

ORGANIZATIONAL CREDIT CARDS

Organizational credit cards shall be used for business purposes only and issued to full-time contract employees only. In the event a cardholder uses the card inappropriately for a personal expense, reimbursement shall be made to LCER immediately upon receipt of the statement. Failure to reimburse or comply with procedures may result in revocation of the card and appropriate action as determined by the President/CEO.

Approved purchases are detailed within the organization's credit card manual.