



Policy Holder: GTF	Number: GTFPP-03-05	Revised:
Responsible Party: Coordinator Foundation Finances		Effective Date: 08/20/2015

FOUNDATION CREDIT CARD POLICY

The Gwinnett Tech Foundation (Foundation) will issue credit cards to certain employees; this policy sets out the acceptable and unacceptable uses of such credit cards. All employees assigned a card will complete the Agreement & Review Procedures.

Use of Foundation-issued credit cards is a privilege, which the Foundation may withdraw in the event of serious or repeated abuse.

- Purchases must only be for items funded by the Foundation and not funded through Gwinnett Technical College
- Receipts and explanation for each purpose should be promptly given to the Coordinator of Foundation Finances and Scholarships
- Security and safekeeping of the card is the responsibility of the cardholder
- Use of card must be in compliance with Technical College System of Georgia (TCSG) and Gwinnett Technical College Ethics Policy