



Policy Holder: Gwinnett Tech Foundation (GTFPP - 03 - 05)	Owner: Coordinator, Institutional Advancement	Effective: 08/20/2015
Division: Institutional Advancement		Reviewed: 3/2019, 1/2021 Revised: 8/20/2026

9.3.11 GT 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 Student Assistance.
- 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