



All credit cards or open lines of credit shall be used only by the Director or Assistant Director, pursuant to BDL policy on expenditures. On a case-by-case basis, the Director or Assistant Director may authorize use of a credit card or open line of credit by another employee. Such authorized use by another employee must be immediately followed by the return of the financial transaction device to the Director or Assistant Director, accompanied by a detailed receipt of purchases.

All requests to open new lines of credit or credit cards, or close existing lines of credit or credit cards, shall be presented by the Director or Assistant Director to the full BDL Board of Trustees.