



SECTION V: BUSINESS AND TECHNOLOGY 5090

Sam's Club Credit Account Policy

OVCA shall establish a business credit account with Sam's Club for the purpose of purchasing materials necessary to the operation of the school including, but not limited to, supplies for the office, testing, professional development, and parent meetings. The credit limit on the Sam's credit account shall not exceed \$2,500. The Head of School or the Operations Manager are authorized signers on the account. The card may only be used for purchases at Sam's Club. All purchases will follow approved purchasing processes including verbal or written pre-approval of purchases by an authorized signer, encumbrance of funds, and retention of itemized receipts of all purchases for auditing purposes. Itemized receipts shall be provided to the encumbrance clerk or authorized signer on the account within 3 business days of purchase.