

Baltimore Research and Education Foundation, Inc.	Credit Cards and Petty Cash Policy	No.		37
		Effective Date		03/12/2009
		Revision Letter		A
		Final Approval Signature	Approved at the BREF Board meeting held 1/26/2011.	

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will use credit cards and/or a petty cash fund.

2.0 Scope

This policy applies to BREF credit card and petty cash.

3.0 Policy

3.1 BREF does not use bank credit cards and does not have a petty cash fund.

4.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
03/12/2009	A	Heather Riley	Policy is put into approved format
01/26/2011		Shirley Rutledge	No revisions. Policy approved at the BREF Board meeting held 1/26/2011.