



**From The Peaceful Valley Donkey Rescue
Stand Operating Procedures**

502.2 Use of PVDR Credit Cards

For PVDR-related travel PVDR credit cards may be used for hotels, airline tickets and rental cars. They may not be used for meals. Employees should use either cash or personal credit cards for meals.

Certain PVDR employees are entrusted with company credit cards to make company related purchases. These purchases are limited to \$250 per day, amounts over \$250 per day must be preauthorized by the Executive Director.

All purchase receipts must be turned in to the Chief Financial Officer.

All purchases must be grouped by type: i.e. Feed, Tack, Mechanical, etc.

Do not allow anyone to use your credit card with our express written authorization of your Regional Manager or an Executive Officer.

Acknowledged:

Employee Name Printed: _____

Signature: _____

Date: _____