

Resolution No. 2022
Resolution of the Regional Access Project (RAP) Foundation, Inc.
The Credit Authorized Use and Maintenance Policy
for RAP Foundation Funds

WHEREAS, the Regional Access Project Foundation maintains a credit card through BREX; and,

WHEREAS, The RAP Foundation authorizes BREX credit card to be used by the following RAP staff: CEO, NPO Centric Director, Finance Director and Facilities Manager to improve the tracking of purchases and efficiency of staff's time; and,

WHEREAS, The CEO will maintain oversight of credit card use to ensure cost of services/purchases are reasonable and necessary;

NOW THEREFORE, BE IT RESOLVED by the Regional Access Project Foundation, Inc. as follows:

1. CEO to maintain the credit card maximum credit limit of \$5,000 on a regular basis, or as needed to conduct business, of all credit cards.
2. All expenditures shall be paid in full. The Brex bill will be provided on a monthly basis and payment will be automatically withdrawn from First Republic bank account.
3. All expenditures will be accompanied by a receipt and General Ledger Account Number and will be reviewed by CEO and Treasurer upon receipt of monthly statements.
4. All expenditures shall be part of the independent audit process followed annually by the Regional Access Project Foundation.

ADOPTED the 26th day of January 2022 by the Regional Access Project Foundation Board of Directors.

Craig Borba, Chair

Michael Gialdini, Secretary

Leticia De Lara, CEO

Amending Resolution: 2019.06