

THE FLORIDA SCHOOL BOARDS ASSOCIATION

FINANCE
5115/page 1 of 1

5115- AMERICAN EXPRESS BILLINGS

- (1) Copies of all American Express billings shall be provided to the FSBA Treasurer on a quarterly basis.
- (2) All travel expenses of FSBA staff members who use American Express cards shall be reviewed on a quarterly basis by the FSBA Treasurer and the FSBA Executive Director.
- (3) The FSBA Comptroller shall review all American Express invoices on a monthly basis.

Adopted: 6/10
Revised: 6/15

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FINANCE
5115/page 1 of 1

Proposed:

AMERICAN EXPRESS BILLINGS
CHARGE CARD STATEMENTS

- (1) The FSBA Comptroller and FSBA Executive Director shall review all charge card statements ~~all American Express invoices~~ on a monthly basis.
- (2) Copies of ~~all American Express billings~~ all charge card statements shall be provided to the FSBA Treasurer on a quarterly basis and upon written request to Finance Committee Members.