RELEASE OF CREDIT INFORMATION

When a request for credit information about an Academy employee is received by telephone, the only information to be released is whether or not the person is employed by the Academy. Information may only be released by the Fiscal Officer or his designee.

Credit information requested by mail may be released with the following conditions:

1. written permission to release information must be obtained from the individual about whom information is requested.

2. the Fiscal Officer or his designee must sign the released materials.

ADOPTED: February 19, 1990