

8.4.1.5 Association Credit Card Policy

Officers

The Association President and President-elect shall be permitted to obtain credit cards in the name of the association for purposes of conducting association business only.

The maximum authorized line of credit on each card shall be \$3,000.

In the event that any expenses of a personal nature are charged inadvertently or otherwise against said credit card, the officer shall reimburse the Association in a timely manner.

At the end of his/her term, the President shall return said credit card to the Executive Officer or Financial Administrator for cancellation.

At the beginning of his/her term, the Association shall request from the current credit card issuer that a credit card be issued for the incoming President-Elect.

Staff

The Association Executive Officer and Executive Assistant shall obtain credit cards in the name of the association for purposes of conducting association business only.

The maximum authorized line of credit on each Visa/MasterCard shall be \$5,000. There is no maximum credit established on the American Express Card.

Credit cards may not be used for personal use. In the event that any expenses of a personal nature are charged inadvertently or otherwise against said credit card, the staff member shall reimburse the Association immediately.

In the event the staff person terminates employment, they shall return said credit card to the Financial Administrator for cancellation.

Miles earned as a result of the use of business credit card purchases will be used for the benefit of the Association on items such as travel, gifts, office equipment, etc.

Approved by Bylaws & Policy: 04/24/06

Approved by Board of Directors: 04/27/06