

SAMPLE CREDIT / DEBIT CARD USAGE POLICY

***SHOULD NOT BE ADOPTED UNTIL REVIEW AND APPROVAL BY CORPORATE
LEGAL COUNSEL***

Policy Statement

It is the intent of the governing body of _____ to provide a company issued credit card and/or bank account related debit card, for use by staff and governing body officials, for official company use only.

Scope

This policy applies to any and all employed staff and officials of the governing body of _____. Additionally, this policy applies to any and all usage of the company issued credit/debit card.

Authorized Uses

Authorized uses of the company issued credit/debit card are as follows:

Travel costs:

- Airfare
- Lodging
- Shuttle service
- Rental vehicles
- Gasoline for Rental Vehicles
- Gasoline for Personal Vehicles when used and documented usage is for official company business
- Meals – documented as outlined in this policy

Purchases:

- Office supplies
- Other expenses when the PO process is not possible due to timing

Unauthorized Uses

- Any personal charge whatsoever, including but not limited to personal meals, personal telephone usage and movie rentals included in lodging bills associated with official business purposes

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Violations

Violations of this usage policy may result in cancellation of the credit/debit card, formal reprimand and termination as follows:

- First violation: Formal Reprimand and Termination of Usage Privileges for one month
- Second violation: Immediate termination

Documentation

Receipts

Receipts supporting credit/debit card usage **MUST** be attached to the monthly "accounting report". The receipts should be stapled to an 8 ½" by 11" piece of paper and attached to the "accounting report". Sufficient description should be provided on the attachment to assist the accounting department in coding the charge to the proper general ledger account.

Special Documentation for Business Meals and Entertainment Expense Charges

A separate Business Meals and Entertainment Form will be completed for each charge. This form requires the following documentation:

- Payee (Establishment)
- Amount
- Classification as meal or entertainment
- Date
- Time
- Name(s) of Attendee(s)
- Business purpose
- Business relationship between the employee(s) and the guest(s)
- Signature of the responsible employee attendee

All of these types of charges must be accompanied by original receipts stapled to an 8 ½" by 11" piece of paper. Receipts must include BOTH the itemized food and beverage receipt, along with the payment receipt (including gratuity).

Failure to follow these documentation requirements will result in the employee/official being required to reimburse the company for the charge.

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Statement of Responsibility

The use of the business issued credit/debit card is an important privilege which is intended to facilitate business by the company. Adherence to this policy is vital in ensuring not only the continuation of this privilege, but also in ensuring that neither you nor the company is subjected to financial hardship or public criticism.

I, _____, have read and understand the responsibilities outlined in this policy. I agree to abide by the provisions in this policy, and understand that violations of this policy could result in disciplinary actions including termination.

Signature

Date