

HSCG Credit/Debit Cards

October 7, 2013

Certain Board Members, contractors or employees may be authorized by the Board of Directors to carry an HSCG credit or debit card in their name. The HSCG credit/debit card shall be used solely for HSCG expenses under the following conditions:

1. The HSCG credit/debit card shall be kept in a secure location at all times and the number shall not be given out to any other person without prior authorization of the Executive Committee.
2. The PIN associated with an HSCG debit card shall be kept in an alternate location to the card itself.
3. All purchases made using an HSCG debit/credit card must be pre-approved by the Executive Committee.
4. The card may not be used to purchase anything of a person nature, alcohol (see *HSCG Alcohol Policy*) or any illegal substance.
5. In the event the person who has the card also is authorized to access the HSCG's QuickBooks online services, the card holder shall document any purchases made with the HSCG card in QuickBooks. The person does not have access to QuickBooks online, the purchaser shall immediately notify the HSCG Bookkeeper of the transaction and the Bookkeeper will ensure it is accurately entered into QuickBooks.
6. All receipts for use of an HSCG credit/debit card shall be forwarded to the HSCG Bookkeeper by mail or email on a monthly basis.
7. If an HSCG credit/debit card is lost or stolen, the holder shall notify the bank immediately and the HSCG Executive Director as soon as possible. In the event that card holder fails to notify the bank if the card is lost or stolen or otherwise acts irresponsibly with the card and as a result fraudulent charges are made and the HSCG becomes liable for them, the card holder shall be required to reimburse the HSCG for any loss.
8. When a person holding an HSCG credit/debit card leaves office, their employment is terminated or at any time requested by the HSCG Executive Committee, they shall immediately destroy the HSCG credit/debit card and provide a signed statement to that effect.

Approved October 7, 2013 by the
Board of Directors

History:

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