

## ORGANIZATIONAL POLICY

October 7, 2013 (v2)



## CREDIT/DEBIT CARDS

Certain Board Members, contractors or employees may be issued 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) The card may only be used for expenses incurred in the normal execution of duties for the HSCG. It may not be used to purchase anything of a person nature, alcohol (see HSCG *Alcohol Policy*) or any illegal substance.
- 4) 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 if the HSCG becomes liable for resultant fraudulent charges, the card holder shall be required to reimburse the HSCG for any loss.
- 5) 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.
- 6) Any unauthorized charges or charges made in violation of this policy, must be repaid. The HSCG reserves the right to take legal action in the event of non-payment.

## RECORDS & RECEIPTS

Purchased made by authorized users of HSCG Credit/Debit cards in accordance with this policy, must be recorded on an approved Expense form with 14 days of the charge being incurred. Copies of receipts must be submitted to the HSCG office.

## AUTHORIZATION

Issuance of debit or credit cards to employees may be approved by the Executive Director. Issuance of debit or credit cards to Board members, contractors or others must be approved by the Executive Committee. Unless specifically disapproved, the President shall be issued an HSCG debit/credit card upon taking office.

The Executive Committee has the authority to cancel a cardholder's card if the cardholder fails to abide by this policy or otherwise abuses the the privilege of having an HSCG debit/credit card. In such case, the cardholder must immediately return the card to the HSCG or provide proof of its destruction.

Approved by the Board of Directors  
October 7, 2013

History:

October 7, 2013 (v1) Original publication date

March 20, 2018 (v2) Revised to clarify authority for issuance and update reporting requirements.