

## **NACDEP CREDIT CARD POLICY SIGNATURE FORM**

(a) The TREASURER is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the Association's credit card policy.

(b) Association credit cards may be used only by the President, President-elect, and Association Director of the Association for the purchase of goods or services for the official business of the Association. Any individual who is issued a credit card must sign this statement to acknowledge he or she is aware of and will abide by this policy.

Furthermore, the use of a credit card is limited to the following circumstances:

- Payment of or deposits on budgeted/planned goods and services needed for the Association conference. Such as goods and services include meeting rooms, audio/video equipment, guest speaker gifts, guest speaker lodging room, tour expenses, banquet services, and printing of programs.
- Payment of Association Manager travel expenses for budgeted Association business.

(c) NACDEP officers and staff who use a NACDEP credit card shall, as soon as possible, submit a copy of the vendor's credit card receipt to the Treasurer and Association Director. If no credit card slip was obtained that described the transaction, the staff shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement as to why a credit card slip was not obtained.

(d) An official or staff who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Treasurer, Association Director, and President shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

(e) An officer or staff issued a credit card shall return the credit card to Treasurer upon termination of his or her relationship or employment or service with the NACDEP.

(f) The Treasurer shall maintain a list of all credit cards owned by the NACDEP, along with the name of the every officer and staff who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each recipient shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the recipient has received and read a copy of this policy.

The Treasurer shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transaction not complying with item (b) above, shall immediately be investigated. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher as stated in item (c) above shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the NACDEP board.

(g) The NACDEP board shall not approve a contested payment to the entity issuing the credit

card until all transactions have been verified, including the approval of all transaction invoices if issued.

(h) The balance shall be paid within 25 days of the initial credit card statement date. In extraordinary cases in which an extended time is required, the statement, including interest due on an extension of credit under the credit card arrangement, shall be paid within 50 days of the initial statement date.

(i) Officers and staff who use a NACDEP credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the NACDEP board:

- Verbal counseling
- Written reprimand
- Card Cancellation
- Termination
- Reimbursement to the NACDEP for unauthorized expenditures
- Legal action

I, \_\_\_\_\_ while serving in the capacity of President, President-elect, or Association Director (circle one) agree to fully and completely abide by the NACDEP credit card policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_