

Credit Card/Debit Card Policy

Last Update: 3/25/19 by TJP

The St. John's Military School Historical Museum INC, understands that the use of credit cards provide relative efficiencies to the management of State offices. Credit Cards with the Corporation name attached may only be used by state officers and employees where applicable.

All individuals using Corporation credit cards are required to comply with the following guidelines: Card use will be limited to the payment of reasonable business expenses and it will only be used in accordance with purchasing guidelines and the authority inherent in the card holder's position to make expenditures on behalf of the Corporation.

Card will not be used for cash advances or the purchase of traveler's checks.

Receipts for all expenditures must be kept in good order (with copies made to prevent fading) and to furnish those receipts promptly (within 30 days of the transaction) with an expense report in accordance with the company Travel/Expense Policy, together with such additional documentation that may be required by IRS and good business practices, including but not limited to person, place, purpose, and account to which each expense should be charged.

Use of this card is just as conditional as the expenditure of personal funds in anticipation of reimbursement. Receipts, monthly statements, and periodic reports will be reviewed and that expenditures may be denied upon review, or that reimbursement to the Corporation for an expenditure that is later determined to be improper or unauthorized may be required. If prompt reimbursement is not made, the amount will be deducted from future reimbursement or other compensation and to hold placed on the individual membership in the Corporation.

This card is not intended to be used for personal expenses.

Reasonable care of this card and reasonable precautions for its security must be taken. Should the card be lost or stolen, prompt notification of the Corporation and the company that issued the card and full cooperation is required.

The assignment of this card is for convenience when traveling and conducting regular business. As such, cash advances should not be necessary.

While individual names are associated with issued cards and are often tied to an individual's credit, they are not the property of the individual and should be surrendered at anytime and for any reason that the Corporation or the issuing card company so requests.

Credit/Debit Card Use Agreement

I accept the corporate credit card assigned to me and agree to the following terms and conditions:

- Card use will be limited to the payment of reasonable business expenses and it will only be used in accordance with purchasing guidelines and the authority inherent in the card holder's position to make expenditures on behalf of the company.
- Card will not be used for cash advances or the purchase of traveler's checks without the express written approval (email approval accepted) from the Company President and Treasurer.
- Receipts for all expenditures must be kept in good order (with copies made to prevent fading) and to furnish those receipts promptly (within 30 days of the transaction), together with such additional documentation that may be required by IRS and good business practices, including but not limited to person, place, purpose, and account to which each expense should be charged.
- Use of this card is just as conditional as the expenditure of personal funds in anticipation of reimbursement. Receipts, monthly statements, and periodic reports will be reviewed and that expenditures may be denied upon review, or that reimbursement to the corporation for an expenditure that is later determined to be improper or unauthorized may be required. If prompt reimbursement is not made in accordance with the corporation's Travel & Expense Policy, card privileges may be revoked and the amount may be turned over for collections.
- This card is not intended to be used for personal expenses.
- Reasonable care of this card and reasonable precautions for its security must be taken. Should the card be lost or stolen, prompt notification of the Corporation and the company that issued the card and full cooperation is required.
- The assignment of this card is for convenience when traveling and conducting regular business. As such, cash advances should not be necessary unless given the written approval from the Corporation President and Treasurer.

- While individual names are associated with issued cards and are often tied to an individual's credit, they are not the property of the individual and should be surrendered at any time and for any reason that the Corporation or the issuing card company so requests.

Print Name: _____

Sign Name: _____

Date: _____