

Havasu Community Health Foundation

RESOLUTION – HCHF Credit Card Policy

Board Approval July 21, 2016
Board Approval – Revised Policy December 17, 2020

WHEREAS, Credit cards are mechanisms for purchasing goods and services for the convenience of the Havasu Community Health Foundation; and

WHEREAS, the Havasu Community Health Foundation has negotiated with Wells Fargo Bank to provide a Credit Card for vendor payments, purchasing, or travel, and

WHEREAS, The Board of Directors of the Havasu Community Health Foundation permits the name of Linda Seaver on the HCHF credit card, and

WHEREAS, the HCHF Board of Directors has a Standard Practice of procedures for using the HCHF credit card, and

WHEREAS, the HCHF credit card shall be available for purchases within all HCHF PROGRAMS, programs, and events, provided Board Approved funds are available, as authorized by the Executive Director, and

WHEREAS, the sole use of the HCHF credit card is for purchasing HCHF goods and services, exclusively, and

WHEREAS, all benefits and earnings, resulting from the purchases of the HCHF credit card are the sole asset of HCHF and shall require the approval of the Treasurer prior to its use, and

WHEREAS, for safekeeping, the HCHF credit card shall be stored in the locked safe located in the HCHF business office, at all times with the exception of making immediate purchases, and

WHEREAS, there shall be a usage journal kept with the credit card in the safe showing the: Date the credit card was removed & the Date of Purchase; Description of Purchase; Staff or Partner requesting the purchase; amount and the signature of the Board Authorized user, Claudia Betancourt, our Administrative Assistant, and

WHEREAS, all purchases shall have the prior approval of the Executive Director, and

WHEREAS, Instances of fraud and embezzlement strike at the heart of the Foundation’s ability to raise funds and affect our mission to serve our community. Any misappropriation of funds

resulting from the use of the HCHF credit card by staff or volunteers will come with severe consequences and could result in possible criminal charges, and

BE IT FURTHER RESOLVED that this Resolution approved by the Havasu Community Health Foundation Board of Directors shall take effect immediately upon adoption, on July 21, 2016, and revising the policy on December 17, 2020.

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PASSED, APPROVED, AND ADOPTED by the Governing Board of the Havasu Community Health Foundation, Lake Havasu City, Arizona.

Board Treasurer, Kathy Chalmers

Date

Executive Director, Linda Seaver

Date

The Executed copy is in the Board Book