

Izaak Walton League of America

Hork Chapter Number 67

7131 Ironstone Hill Rd.

Dallastown, PA 17313

717-428-2000

Chapter Level Credit Card Issuance and Use Policy, Ver. 1,

Date 11-05/24 Board Chair RJA

Purpose:

The purpose of this policy is to establish the conditions for issuance and use of credit cards linked to Chapter bank accounts. The intent of issuing Chapter linked credit cards is to relieve a committee, without its own Board approved checking account, of the burden of using "out of pocket" funds for routine committee expenses.

The card holder is expected to use their best judgement on credit card use for the benefit of the Chapter and be prepared to defend any individual use of said credit card to the Chapter treasurer and/or Board.

Issuance:

Bylaws Article III, Paragraph 3 allows, with board approval, a committee to have its own committee checking account. Issuance of a Chapter level credit card, to a committee without its own checking account, is considered an extension of this Bylaw, "for the convenience of the Treasurer and the committee".

Committees with previously approved checking accounts may issue their own credit card attached to the committee checking account as is convenient for them. Their use is not bound by this policy, as it is an extension of an existing approved checking account for committee activities, and subject to established reporting.

Use:

Committees with Chapter issued credit cards may use the card freely for usual and customary purchases associated with the operations of the committee. Examples include, but are not limited to:

- Maintenance supplies: Oil, gasoline, minor repair parts (fittings, hardware, aerator parts, thermometers, etc.), filters, fish feed, and related items.
- Building and equipment maintenance services: Periodic vendor required/recommended services for equipment and HVAC systems, tire repairs, fire extinguisher service, generator and water pump tune ups and repairs.
- Emergency repair services for acute issues: plumbing, electrical, HVAC service calls for acute (emergency) failures of these systems.

Nonuse:

Chapter issued credit cards shall not be used for the purchase of any new, non-consumable equipment/items for Chapter inventory, or planned (non-emergency) improvements and repairs, without prior Chapter Board approval. Board approval of these types of expenses must be recorded specifically in writing in the Chapter Board meeting minutes.

These types of expenses must be paid by the treasurer by Chapter issued check or ACH, whenever possible.

Documentation:

All purchases with Chapter issued Credit Cards must be documented with a receipt, invoice or similar document from the vendor, and reported to the treasurer as soon as convenient, but no less than by the next Chapter Board or membership meeting. Documentation may be presented to the treasurer via electronic means, at the convenience of the treasurer.

Loss:

Should the Chapter issued credit card become lost or stolen, the card holder must report this loss to the treasurer immediately upon discovery of this loss.

Enforcement:

Should the Chapter issued credit card holder fail to abide by this policy, they are subject to card termination until such time as a reasonable justification can be made to the treasurer for said failure.

Should the card holder disagree with the treasurer on card termination, they may appeal to the board for reinstatement.

End of document

"Life is Precious – Death to Pollution"