

## CREDIT CARD/DEBIT CARD/EFT POLICY AND USE AGREEMENT

The \_\_\_\_\_ (Chapter or Region Name) understands that the use of credit/debit cards/EFT payments provide relative efficiencies to the chapter/region. Credit/Debit Cards/EFT with the chapter/region name attached may only be used by

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All individuals using chapter/region credit/debit cards/EFT are required to comply with the following guidelines:

Card and EFT 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 chapter/region.

Card and EFT will not be used for cash advances or the purchase of traveler's checks or personal gift cards.

Receipts for all expenditures must be kept in good order and must be furnished promptly (within 30 days), along with such additional documentation that may be required to comply with good business practices, including but not limited to person, place, purpose and account to which each expense should be charged. The receipts must be turned in to the chapter treasurer/region guardian with approval for payment by the board of directors/region trustees. Credit card and/or bank statements are not considered receipts or sufficient additional documentation.

Monthly statements, receipts and periodic reports will be reviewed. This card/EFT shall not be used for personal expenses. Any unauthorized charges will be denied payment and prompt reimbursement will be required. If prompt reimbursement is not made, the credit/debit card/EFT will be discontinued. Any person not reimbursing the chapter/region for unauthorized purchases will jeopardize their good standing with the chapter/region.

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

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

While individual names are associated with issued cards or EFT 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 chapter/region or the issuing card company requests.

A copy of the credit/debit card front and back will be kept in the chapter's/region's permanent files at all times.

All EFT information will be kept in the chapter's/region's permanent files at all times.

## **CREDIT CARD/DEBIT CARD/ EFT USE AGREEMENT**

I accept the chapter/region credit/debit card/EFT assigned to me and agree to the following terms and conditions:

Card/EFT 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 chapter/region.

Card/EFT will not be used for cash advances or the purchase of traveler's checks or personal gift cards.

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

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

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All EFT information will be kept in the chapter's/region's permanent files at all times.

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

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

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

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

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

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