



The League of Women Voters of Marquette County

## Credit Card Policy

LWVMC has an organizational credit card to be utilized for board approved League expenses.

The LWVMC credit card is through Range Bank and will be maintained in our Treasurer's name with our organizational PO Box. The Treasurer will be the primary user of the credit card and will keep the card in a secure location. It is possible that circumstances may require another Board member to use the credit card. The board member temporarily using the card will be responsible for returning the card to the Treasurer as soon as possible after use. Only one credit card will be available for use. The Treasurer will reconcile the credit card account monthly and the Finance Monitor will review the statement.

The Treasurer or board member will utilize the card for League expenses only and will follow the guidelines listed below and contained within this policy.

### Credit Card Use Guidelines:

- 1) All credit card purchases will be for Board approved expenses.
- 2) All credit card purchases must have an original receipt; and if used by a Board member other than the Treasurer, should be submitted to the Treasurer within 10 business days of the purchase.
- 3) No cash advances will be allowed on the credit card.
- 4) Ultimate responsibility for the card and its use lies with the Board member using it.
- 5) Unauthorized expenses will be the responsibility of the board member incurring the expense and will be reimbursed to the League no later than the statement due date.
- 6) The card will be kept in a secure place when not actually in use.
- 7) A lost or stolen credit card will be reported to the Treasurer and Bank immediately.