

ILLINOIS CHAPTER OF APCO
Chapter Credit Card Policy
March 22, 2001

I PURPOSE

The purpose of this policy is to provide uniform guidelines for the issuance and use of chapter credit cards.

II ELIGIBILITY

A) The Chapter President, the Representative to the International Executive Council and the Chapter Treasurer are the only members of the chapter who are authorized to carry and use the chapter credit card. Expenses will only be reimbursed as detailed in the chapter reimbursement policy.

III USE and CARE

A) Members who have been issued the chapter credit card are expected to exercise due diligence and guard against theft, loss and misuse. The member to whom the card has been issued will immediately report the theft, loss or misuse of the card to the issuing bank and to the Chapter President and Chapter Treasurer. In the event the Chapter President cannot be notified, the member will notify the highest ranking chapter officer beginning with the 1st Vice-President.

B) Members who have been issued the chapter credit card are authorized to use it for approved expenses only. Personal use is strictly prohibited. Approved expenses can be one of the following:

- 1 Expenses as outlined in the Chapter Reimbursement Policy
- 2 Expenses duly authorized by the Chapter Executive Board
- 3 Expenses duly authorized by a vote of the chapter membership at a chapter meeting.

C) Members who have been issued the chapter credit card will forward all receipts of purchases to the Chapter Treasurer. The member will indicate on the back of the receipt what the purchase was for. The member will sign and date the back of each receipt.

IV REPORTS

- A) The Chapter Treasurer will receive the monthly statements from the issuing bank and will be responsible for reconciling each card against receipts received from each member who has been issued a card. The Chapter Treasurer will be responsible for paying the credit card bill in a timely manner so as not to accrue unreasonable finance charges.

- B) The Chapter Treasurer will include an itemized list of purchases made with the chapter credit card in the monthly treasurer's report.

V REVOCATION

- A) The privilege of carrying a chapter credit card may be revoked at any time, for any reason, by a vote of the Chapter Executive Board.