

**The WICT Network Sample Credit Card Policy**

**The WICT Network: [CHAPTER NAME] Credit Card Policy**

*Effective January 1, 20XX*

Credit cards are to be used for The WICT Network: [CHAPTER NAME]business purposes only, and are never, under any circumstances, to be used for personal expenses.

* The user understands they bear ultimate responsibility for the card.
* The user must include a receipt from all uses of a credit card with an expense report.
  + The expense report must detail the purpose of the charge.
  + If a meal or any other item is purchased for an individual other than the card holder, this individual must be listed on the expense report.
  + Charges for alcohol will not be approved under any circumstances.
* Any charges for which an expense report has not been submitted within XX days will be considered the personal responsibility of the card holder.
* All charges must adhere to the budget adopted by the chapter. Any charges not covered by the budget must be approved prior to payment/reimbursement.
* Any charge over $xxxx must be pre-approved by the chapter president in writing.
* The user understands they will not use the credit card to withdraw cash.
* If the card is lost or stolen, it must be reported immediately to the chapter treasurer.
* If I resign from my position with The WICT Network: [CHAPTER NAME] board, I will return the card with all reconciliations prior to departure.

Each board member that will be issued a credit card or ATM/Debit card must adhere to this policy. Your signature below confirms that you have read and understand this policy.

Name of board member accepting credit card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter President signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_