

OJUA POLICIES

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ASSOCIATION DEBIT CARD USAGE

1.0 PURPOSE

The purpose of this Policy is to establish safeguards for the prevention of fraud and to provide for financial accountability of the Oregon Joint Use Association (OJUA).

2.0 GENERAL PROVISIONS

- 2.1 The Association may obtain a debit card for payment of budgeted expenses. When required by the issuing financial institution, the name of an officer of the Association will be provided for the issuance of the debit card.
- 2.2 The debit card will be housed in a secure location at the Association's office.
- 2.3 Upon approval by the officer named on the debit card, staff may use the card to pay for budgeted expenses incurred on behalf of the Association. Such expenses may include:
 - 2.3.1 Meals and refreshments for Board and Committee meetings
 - 2.3.2 Office supplies
 - 2.3.3 Event supplies
 - 2.3.4 Subscription services
- 2.4 Non-budgeted expenses may be paid via the debit card only after approval by a majority of the Executive Committee.
- 2.5 Receipts for all debit card transactions shall be retained in the Association's financial records. All debit card transactions will be reconciled as part of the bank reconciliation process completed on a monthly basis.