

IPA Policy Manual

Chapter 6 – Staff

- 6.3 Employee Use of Association Credit Cards / Procurement Cards
- a. Association credit cards may only be used for legitimate expenses that directly benefit the Association. If you have a question regarding the validity of a proposed purchase, contact your supervisor in advance.
 - b. No personal expenditures may be charged to an Association credit card.
 - c. No cash advances may be charged to an Association credit card.
 - d. Each employee who is issued an Association credit card in his or her own name is responsible for the following with respect to his or her credit card:
 - i. safeguarding the credit card from damage, theft or misuse;
 - ii. reading and abiding by the “cardholder agreement” provided by the issuing bank or institution;
 - iii. knowing and abiding by the expenditure limits on the card;
 - iv. following all Association policies and federal, state and local laws that are applicable; and
 - v. reviewing monthly financial statement and immediately reporting any illegitimate or unapproved charges.
 - e. For credit cards issued in the name of the Association or a department thereof, employees must have advance, written permission from their supervisor before using such cards.
 - f. Itemized receipts for all expenses must be submitted to the bookkeeping department within thirty (30) days of a purchase. Employees must annotate the receipt with a brief statement explaining the reason for the expense and affix their signature.
 - g. A violation of this policy or the cardholder agreement shall result in disciplinary action, up to and including termination of employment, a civil action to recoup damages, and criminal prosecution.
 - h. For the purposes of this policy, the term “credit card” includes a procurement card or any other form of credit issued in the name of the Association

Adopted: April 16, 2015