



## CREDIT CARD POLICY AND PROCEDURES

1. Cash advances on credit cards are *not* allowed.
2. Cardholders will be required to sign this agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

### Policies

1. Sun Prairie Swim Inc. (Storm Aquatics) credit cards will be issued to the head coach, meet director and social committee chair, only with approval of the Board of Directors.
2. Credit cards will be subject to appropriate limits based upon the position and job responsibilities.
3. Credit cards will be used only for business purposes. Personal purchases of any type are not allowed.
4. The following purchases are not allowed:
  - a. Alcoholic beverages/tobacco products
  - b. Controlled substances
  - c. Capital equipment and upgrades over \$1,500
  - d. Items or services on term contracts
  - e. Personal items or loans
  - f. Telephones, related equipment, or services
  - g. Any other items deemed inconsistent with the values of the organization

### Procedures

1. Detailed receipts must be retained and forwarded to the treasurer with substantiation within 2 weeks of purchase to enable timely payment of amounts due. The cardholder will be responsible for any late payment fees incurred by the team due to the cardholder's failure to timely submit receipts and substantiation.
2. All monthly statements must have the appropriate account and the associated amounts clearly written on the statement and be approved by the treasurer.
3. Cardholders should make every effort to ensure that purchases do not include sales tax. Sales tax may be paid for minimal expenditures from one-time vendors who refuse the exemption, but sales taxes should not be paid where the purchases are for more substantial expenditures or are repetitively incurred.

## SUN PRAIRIE SWIM INC. CARDHOLDER AGREEMENT

I, \_\_\_\_\_, hereby acknowledge receipt of the following Credit

Card: \_\_\_\_\_  
 (Type of Credit Card) (Credit Card Number)

I understand that improper use of this card may result in disciplinary action, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached credit card policies and procedures agreement.

I acknowledge receipt of said Agreement and Policies/Procedures and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the organization and that the team will be liable to the credit card company for all charges made on this card.

I will strive to obtain the best value when purchasing merchandise and/or services with this card.

As a holder of this credit card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated above. I will return the card to the Treasurer, upon demand, during the period of my employment or volunteer position. I further agree to return the card immediately upon termination of employment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, disciplinary action may be taken. The ministry shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature Date

<p>Accounting Department use only:</p> <p style="text-align: center;">Date _____ Amount approved \$ _____</p> <p style="text-align: center;">Signature _____</p>
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