



California State Council

POLICY AND PROCEDURE

Title: Credit/Debit Card Usage	Number:
Cross Reference: Document Retention and Destruction	
Approved by: California ENA Board of Directors	Origination Date: 08/01/2016
Review Date(s):	Approval Date: 01/12/2017
	Revision Date:

I. POLICY PURPOSE:

The purpose of this policy is to authorize officers of the association to obtain credit/debit card(s) linked to the California Emergency Nurses Association’s (Cal ENA’s) corporate banking account; and to provide guidance on appropriate usage and security.

II. POLICY BACKGROUND:

California State Council Emergency Nurses Association (Cal ENA) recognizes the value of providing debit and credit cards to the officers of the organization so that business can be conducted in an efficient manner. Cal ENA also recognizes the risk involved with the usage of debit and credit cards.

III. PROTOCOL:

1. A business credit card may be issued to the State Council, and held in the name of the State Treasurer and/or the State Treasurer-Elect, for covered business expenses.
2. A business debit card may be issued to Chapter Presidents and/or Treasurers for covered business expenses.
3. Covered business expenses include, but are not limited to:
 - a. Travel expenses
 - b. Meals
 - c. Postage
 - d. Business Supplies
 - e. Conference Fees
 - f. Hotel and meeting rooms
 - g. Meeting expenses
 - h. Reoccurring expenses
4. Cardholder agrees to handle the card with the utmost security in mind.



California State Council

POLICY AND PROCEDURE

5. In the event a card is misplaced or stolen, the card holder must notify
 - a. The bank
 - b. The State Treasurer (and Chapter Treasurer, if a Chapter card)
6. The debit card is to be destroyed at the end of the cardholder's term. If multiple terms are held, the card does not need to be destroyed until the end of the final term.
7. Pin numbers should remain confidential and changed when needed for security reasons.
8. The Chapter Treasurer shall retain all receipts for all Chapter expenses. Copies will be submitted to the State Treasurer. The State Council Treasurer will retain all receipts for State expenses. All records will be retained according to the Document Retention and Destruction policy.