



## **SAN ANTONIO ENA DEBIT/CREDIT CARD USE POLICY**

The San Antonio Emergency Nurses Association recognizes that to streamline the costs of business affairs, a debit/credit card is to be issued to select SAENA Officers, ENPC Coordinator, and/or TNCC Coordinator. An SAENA Officer is the SAENA Immediate Past-President, President Elect, President, Secretary, or Treasurer.

This debit/credit card has been secured thru Frost Bank, is directly linked to one of the SAENA checking accounts, and has a daily limit of \$5,000.00 for the President & Treasurer, and \$1,000.00 for the other SAENA Officers. Cash may not be taken out either as cash back with purchase or as a withdrawal at an ATM.

A lost or stolen card must be reported by the SAENA Officer directly to Frost Bank immediately upon realization of the loss or theft. The SAENA Officer should keep a copy of their card number in a secure location. PINs should NEVER be stored with this number or with the card.

Covered business expenses are to be directly related to the business of the SAENA, and includes but may not be limited to: expenses dealing with travel and lodging to state council meetings/ENPC/TNCC courses, postage, web-fees, business supplies, mailers, conference fees, payment to our vendors (newsletter, CPA), etc.

An expense report with receipts is to be submitted in electronic or paper form for any expense charged on the SAENA officer's debit/credit card within the quarter in which the expense is charged.

Expenses accidentally or inadvertently charged to a SAENA Officer's debit/credit card unrelated to SAENA business must be immediately reimbursed to the SAENA treasurer, and a letter of explanation must be sent to the SAENA President.

The board recognizes the fact that the best price for operating expenses will be secured so as to contain costs to the council.

The SAENA cardholder must sign the SAENA Debit/Credit Card Signature Form yearly.

Any passwords or PIN numbers for the account will be given to the SAENA cardholder and changed as needed for security reasons.

The debit/credit card will be closed by the Treasurer, voluntarily surrendered, and no longer used at the end of the ENPC/TNCC coordinator or SAENA Officer's elected term. If the officer/coordinator serves multiple, consecutive terms, the card can continue to be used. The debit/credit card may also be closed by a majority vote of the SAENA Board and must be done so within 7 days of the vote.

**Adopted: January, 2010**