

**SAN ANTONIO ENA
STANDARD OPERATING PROCEDURE
DEBIT / CREDIT CARD USE**

The San Antonio ENA recognizes that to streamline the costs of business affairs, a debit/credit card is to be issued to the following Chapter Officers: President, Treasurer and the TNCC and ENPC course coordinators.

This debit/credit card has been secured thru Frost Bank, is directly linked to the Chapter checking account, and has a daily limit of \$5,000.00 for the President & Treasurer, and \$1,000.00 for the other Chapter 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 Chapter Officer directly to Frost Bank immediately upon realization of the loss or theft. The Chapter 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 Chapter, and includes but may not be limited to: expenses dealing with travel and lodging to state council meetings, 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 Chapter officer's debit/credit card within the quarter in which the expense is charged.

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

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

The Chapter Officer must sign the Chapter Debit/credit Card Signature Form yearly.

Any passwords or PIN numbers for the account will be given to the Chapter Officer 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 Chapter Officer's elected term. If the Chapter Officer or course the coordinator for TNCC/ENPC 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 Chapter Board and must be done so within 7 days of the vote.

Approved by the San Antonio ENA Board of Directors:

Date: February 19, 2018