



ALASKA SHRM STATE COUNCIL



Credit Card Policy

A credit card provides the Alaska SHRM State Council the ability to effectively and efficiently make purchases in support of the Board of Directors approved budget expenses. Due to the potential for theft, misuse, and auditing problems, use of credit card(s) is carefully monitored and controlled.

Eligibility

The Director, Treasurer, and State Conference Committee Chair are eligible to be issued a credit card associated with the State Council credit account. Other Board Members may be authorized for no more than one (1) year upon approval of the Board.

Intended Uses, Prohibited Uses, and Spending Limits

The Alaska SHRM State Council credit card is intended to be used for expenses incurred on behalf of the State Council operations, as approved in the annual budget. Approved expenses under \$500.00 or travel-related expenses may be made by Board Members and reimbursed through the normal expense reimbursement procedure. If a Board Member who has not been issued a credit card needs to pay for an approved expense that is greater than \$500.00 and it is not travel-related they should contact the Director or Treasurer to inquire about using the credit account for the expense. Board Members may also contact the Director or Treasurer to make approved purchases less than \$500.00 if necessary.

Use of State Council credit card for cash advances, bank checks, traveler's checks, or ATM withdrawals is strictly prohibited. Use of State Council credit card for personal expenses is also strictly prohibited.

Reimbursement for returns of goods or services that have been charged to the credit account must be credited directly back to the State Council credit card account.

All purchases will be within current budget line item amounts. Purchases which exceed budgeted amounts must be approved by the State Council Board of Directors prior to being made.

Documentation

All purchases must be documented with an itemized receipt that includes the date of the

purchase. The receipt must be sent to the Treasurer within 15 days of the expense, along with the purpose of the expense. For meal purchases, the names of everyone in attendance, along with a description of the business purpose of the meal, must be provided.

Unauthorized Charges

Unauthorized State Council credit card purchases and charges without appropriate documentation are the responsibility of the credit card holder(s). The person(s) issued the card is responsible for its protection and custody, and shall immediately notify the credit card company and the Director and Treasurer if the card is lost or stolen.

Statement Reconciliation

State Council credit card statements, along with receipts for all items to be paid by the Alaska SHRM State Council, will be reconciled on a monthly basis by the Treasurer.

Monthly credit card statements will be reviewed at least quarterly by the Director or designated Board member for accuracy.

Enforcement

Misuse of State Council credit cards, or failure to follow these procedures, will lead to restrictions or loss of credit card privileges, and, where appropriate, criminal prosecution.

Use of Credit Card Rewards

Any rewards earned through use of the State Council's credit card (points, cash back, or travel rewards) may only be used for Alaska SHRM State Council-related expenses. Examples of appropriate use of the rewards would be to offset/negate the costs of Board-approved travel.

Transition of Card Custody

Any person who has been issued a credit card for the Alaska SHRM State Council must immediately surrender the card to the current Director, Director-Elect, or Treasurer when affiliation with the Alaska SHRM State Council has ended, or at the Council Director's request.

Board Approval

Any annual fee associated with the State Council credit card is subject to inclusion in the annual budget, and as such must be approved yearly. At any time, and with 60-days advance notice, the Council may vote to discontinue use of the credit card for purchases.