



STANDARD PROCEDURE:

MENA Credit Card Usage Policy

PURPOSE:

To describe the process and procedure for Credit Card Usage on behalf of the Michigan Emergency Nurses Association. Michigan ENA traditionally has a credit card where various purchases are required to support their operation (e.g. Annual Spring Conference, Delegation, various educational endeavors, ENA Foundation, to name a few).

POLICY:

The Michigan State Council and Board of Directors recognizes that to streamline the costs of business affairs, a credit card is to be issued to the President and Treasurer of the council.

This has been secured thru 5/3 Bank with a limit of \$5,000.00. Statements will be issued to the treasurer and paid within the due date.

Covered business expenses include but may not be limited to: Travel expenses, meals, postage, web-fees, business supplies, mailers, conference fees, CECH expenses, etc. The board recognizes the fact that the best price for operating expenses will be secured and costs will be contained.

The President, President-Elect and Treasurer will both sign the Credit Card Signature Form yearly. The credit card will be destroyed at the end of the President's, President-Elect's and Treasurer's elected term. If the President, President-Elect or Treasurer serve multiple, consecutive terms, the card doesn't need to be destroyed.

Any and all passwords or PIN numbers for the account will be given to the new President, President-Elect or Treasurer and changed annually needed for security reasons. The account may only be closed by a majority vote of the State Council, and must be done so within 7 days of the vote.

Signature: _____ Date: _____

State Council President