



Debit /Credit Card Usage

1. Purpose

The MENA State Council recognizes that to streamline the cost of business, a debit or credit card is to be issued to the President, President-elect/Past-President, Treasurer of the Council and the Chair of the Education committee to help with expenses for the State Education Conference

2. Procedure

- A. Statements and receipts will need to be presented to the Treasurer upon use of Debit or Credit card.
- B. Covered business expenses shall be for the sole purpose of conducting official MENA business and its expenses. The debit/credit card shall not be used for personal use.
- C. The board recognizes that the best price for operating expenses will be secured and costs will be contained.
- D. The Executive Board officers will sign the Credit Card Signature form upon transition into the board.
- E. The credit card will be destroyed at the end of the Executive Board officers elected term. If the President, President-Elect, Secretary or Treasurer serves multiple, consecutive terms, the card will not be destroyed and will remain active.
- F. The Debit card given to the Chair of Education will be in an amount that is yearly budgeted and, agreed upon by the board, if the amount is not satisfactory, it will be necessary to contact the executive board for a decision.
- G. The Debit card will be reloaded yearly with an amount that is agreed upon for use of the Chair of Education.

H. Debit/ Credit card expenditures will be forwarded to the Treasurer within 48 hours if use,

Approved January 2017