

Title: Committee – Debit/Credit Card Use	Number:
Cross Reference: Travel Reimbursement Policy	
Approved by: Texas ENA Board of Directors (BOD)	Origination Date: 5/29/2023
Revised by: Texas ENA Board of Directors (BOD)	Approval Date: 2025
	Revision Date: 07/12/2024

I. **PURPOSE:**

To authorize officers of the association to obtain a debit or credit card linked to The Texas State Council banking account; and to provide guidance on appropriate usage and security.

II. **BACKGROUND/DEFINITIONS:**

Texas State Council Board of Directors (BOD) recognizes the value of providing debit and credit cards to the officers of the organization so that business can be conducted in an efficient manner. BOD also recognizes the risk involved with the usage of debit and credit cards.

A Texas State Council Officer is the Texas State Council President, Immediate Past-President, President Elect, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, and Directors.

This debit or credit card is directly linked to the Texas State Council checking account and has a daily limit of \$5,000.00 for the President & Treasurer, and \$1,000.00 for all other Texas State Council Officers. Cash may not be taken out either as cash back with purchase or as a withdrawal at an ATM.

III. **PROTOCOL/PROCEDURE:**

1. A lost or stolen card must be reported by the Texas State Council Officer directly to the bank, treasurer and/or treasurer elect immediately upon realization of the loss or theft. The Texas State Council 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.
2. Covered business expenses are to be directly related to the business of, and on the approved budget of the Texas State Council. These include but may not be limited to:
 - i. Expenses dealing with travel and lodging to state council meetings in accordance with the current, approved Texas State Council *Travel Reimbursement Policy*
 - ii. Postage
 - iii. Web-fees

- iv. Business supplies
- v. Mailers
- vi. Conference fee
- vii. Payment to our vendors (newsletter, CPA), etc.
- viii. Meeting expenses
- ix. Re-occurring expenses.

Prohibited Expenses

- x. Alcohol or alcohol beverages
 - xi. Meals in excess of \$75 total per day
 - xii. Flight upgrades
 - xiii. Hotel upgrades
 - xiv. Rental Car – unless criteria met under Travel Reimbursement Policy
 - xv. Guests- unless part of official Texas State Council business
 - xvi. Capital Expenditures or equipment purchases not approved by the Board.
3. An expense report with receipts is to be submitted in electronic or paper form for any expense charged on the Texas State Council officer's debit/credit card within 30 days in which the expense is charged.
 4. Expenses accidentally or inadvertently charged to a Texas State Council Officer's debit/credit card must be immediately reimbursed to the Texas State Council treasurer, and a letter of explanation must be sent to the Texas State Council President.
 5. The board recognizes the fact that the best price for operating expenses will be secured so as to contain costs to the council. The Texas State Council BOD will consider getting bids or comparison prices for any purchase over \$10,000.
 6. No individual may benefit from contracts that award points, rewards, or other perks.
 7. Cardholder agrees to handle the card with the utmost security in mind. The Texas State Council Officer must sign the Texas State Council Debit/Credit Card Signature Form yearly.
 8. Any passwords or PIN numbers for the account will be given to the Texas State Council Officer; should remain confidential and changed as needed for security reasons.
 9. The debit/credit card will be closed by the Treasurer or assigned board member acting on their behalf, voluntarily surrendered, and no longer used at the end of

the Texas State Council Officer's elected term. If the Texas State Council Officer 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 Texas State Council Board and must be done so within 7 days of the vote.

10. The Treasurer shall retain all expense reports and receipts according to the Records Retention policy.

Revision History

Revision	Date	Changed by	Revision Summary
1	7/2024	Texas ENA BOD	Removed banking institution of Bank of America and retained "bank". Also added treasurer-elect to procedure for reporting a lost card.