



**ARIZONA STATE CAPITOL CHAPTER of NIGP
(AZNIGP)
Debit Card Use Policy & Procedures**

***PURPOSE:** To streamline processes while minimizing the financial impact on members by utilizing a debit card for purchasing meeting supplies and paying chapter expenses, while insuring the integrity and security of the Chapter's finances.*

1. The Executive Board of AZNIGP shall have a minimum of three (3) authorized users for Debit Card transactions. The users are based on their roles within the chapter and the need to pay expenses. The three users are President, Vice President, and Treasurer. On occasion, the Programs & Webinars committee Chairperson may (ONLY if they are the Immediate Past President) retain their Debit Card for use by the Programs & Webinars Committee.
2. Authorized Debit Card users shall be voting members of the Executive Board only. The three primary authorized signers with the banking institution where the checking account is held are the President, Vice President, and Treasurer. Authorized expenditure amount(s) and purpose(s) must be budgeted in the approved budget and/or approved by the Executive Board prior to any transaction being made.
3. Debit card transactions must have documentation (email, invoice, or equivalent) accompanied by signed receipts/invoices for all approved transactions and must be submitted to the Treasurer immediately following the completion of the transaction. NO reimbursements will be made to any persons without an authorized receipt.
4. Debit card transaction usage will be included in the Treasurer's report to the membership on a monthly basis.
5. Lost and/or stolen cards must be reported immediately upon discovery to the President AND the Treasurer.
6. In the event fraudulent charges or misuse of the card is suspected, such instances will be investigated by the Executive Board and/or the Governance Committee Chairperson. The card in question will be temporarily suspended during the investigation. The authorized signer in question will be permitted to provide an explanation of card usage to the Executive Board. Debit card(s) may be removed from an authorized user by a majority vote from the Executive Board and the previously authorized user shall be responsible for reimbursement to the Chapter of any fraudulent or misuse charges.



AUTHORIZED DEBIT CARD USER AGREEMENT

In accordance with *Arizona State Capitol Chapter of NIGP Debit Card Use Policy & Procedures*, the undersigned is hereby authorized to accept, use and be responsible for an AZNIGP Debit card. This authorization shall remain in effect until terminated by the AZNIGP Executive Board, the Debit Card issuer, or resignation from the AZNIGP board.

As an AZNIGP Debit Card user:

- I agree to comply with all of the applicable policies, procedures, laws, and regulations applicable when using the AZNIGP Debit card.
- I agree to not incur any personal or unauthorized charges using the AZNIGP Debit Card. I agree the use of the AZNIGP Debit card is for authorized AZNIGP purchases that are necessary to conduct chapter business only.
- I agree to NOT use the AZNIGP Debit card for any cash advances.
- I agree to NOT use the AZNIGP Debit card for purchases from prohibited merchant categories which include, but may not be limited to, Liquor Stores, Bars & Lounges, jewelry stores, Furriers, Casinos, Dating & Escort Services, Betting, Cruise Lines, and Massage Parlors.
- I agree to not allow another person to use the AZNIGP Debit Card without prior documented authorization and will not place the card number on file with any merchant.
- I agree, when using the AZNIGP Debit card to incur travel charges for another individual, that it will be only for previous travel expenses authorized by the AZNIGP Executive Board.
- I agree to obtain the required authorized approvals prior to usage of the card and to submit all completed documented approvals as well as receipts to the Treasurer immediately upon completion of a transaction. Any transaction not having a receipt will be required to be reimbursed by the Debit card user.
- I agree that I will not incur any personal or unauthorized charges with the AZNIGP Debit Card and understand such charges may result in disciplinary action, termination and/or prosecution.
- I agree that I will be required to repay any personal or unauthorized charges and understand the Executive Board has the authorization to review any transactions at any time.
- I agree to abide by the AZNIGP policy and procedures governing Debit Card usage for purchases/payments.

I ACKNOWLEDGE THAT I HAVE RECEIVED AN AZNIGP DEBIT CARD ENDING # _____
(LAST 4-DIGITS) AND UNDERSTAND & ACCEPT THE TERMS AND CONDITIONS OF THIS AGREEMENT.

Cardholder Signature: _____ Date: _____

The above cardholder is authorized to use the AZNIGP Debit Card in accordance with the above terms.

Signature: _____ Date: _____

Signature: _____ Date: _____

*If President/Treasurer is cardholder, one alternate Board member signature is required.

Signature: _____ Date: _____

Printed Name: _____ Date: _____

Board Position: _____ Date: _____