



Credit Card Policy

The Board will determine the need for an individual member of RVGS to possess a Society credit card outside of the pre-authorized credit card holders specified in the Standing Rules. If necessary, the Board will authorize specific conditions for the card's use. A cardholder may use the credit card only up to the limit on his/her agreement for purchases directly related to the needs of RVGS. The cardholder may not use the credit card for personal purposes, even if reimbursement is planned.

The Treasurer will review this policy with the card holder prior to issuing the credit card. The cardholder must submit itemized receipt(s) for purchases to the Treasurer for the financial records. A credit card receipt is not sufficient. Receipts may be in either electronic (preferred) or hard copy format.

In the event a card is lost or stolen, the cardholder must notify the Treasurer immediately. If unable to contact the Treasurer, they are to contact the President or Vice President.

The Treasurer will record the expense from the itemized receipt in QuickBooks, authorize payment, and follow up on any inconsistencies.