

# Patrons of Orange Performing Arts (Pop Arts) - Credit Card Usage Policy and Procedure

(Effective January 2018)

## 1. Authorized User:

The Pop Arts Board (The Board) recognizes the value of an efficient and convenient method of payment and recordkeeping for certain approved expenses. Therefore, The Board authorizes you as a Chase Business Ink Pop Arts credit card holder.

## 2. Approved Expenses:

The Board affirms that credit cards shall only be used in connection with Board-approved activities and expenses as approved by the Treasurers and that only those types of expenses shall be paid for by credit card. Under no circumstances shall credit cards be used for personal purchases or given to another unauthorized person to use. Use of this credit card for any cash withdrawal transaction is strictly prohibited.

## 3. Spending Limits:

The Board and Treasurers will establish the credit limit on each card. This limit may be increased or decreased as necessary based on the needs of Pop Arts and the Directors.

## 4. Proper Usage:

- 1) The Board has developed this policy and the types of expenses which can be paid by credit card, and their proper supervision and use.
- 2) Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in this document will result in a loss of credit card privileges, up to and including personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.
- 3) All transactions must be made by the individual to whom the Card is issued. The cardholder shall maintain the credit card in a secure fashion and prevent unauthorized charges to the account. Refrain from allowing anyone else to use the credit card or account number.
- 4) This credit card shall never be used for personal items or services, nor the personal gain of credit card rewards such as bonus points, frequent flyer miles, or any other affinity program reward permitted under any circumstances.
- 5) If the card is lost or stolen, it is the cardholder's responsibility to immediately notify Chase and the Treasurers. Cardholder will be personally liable for any related expenses.
- 6) The cardholder shall be responsible for any and all unrelated or unsubstantiated purchases and shall be required to make full reimbursement to Pop Arts within ten (10) business days.

## 5. Supervision:

The Board directs the Treasurers to determine and specify those authorized to use Pop Arts Credit cards. The Treasurers shall be responsible for giving directions to and supervising credit card activities. The Treasurers shall conduct regular independent reviews of each cardholder's activity to verify that the credit card is being used in accordance with this policy and procedure. Cardholders must use common sense and good judgement when using this credit card. This policy and procedure cannot cover every issue, exception, or contingency that may arise during the cardholders use of the credit card, and it is the cardholder's responsibility to notify the Treasurers immediately for consultation and resolution. Cardholders will immediately surrender their cards upon request of the Treasurers and shall surrender their cards upon separation from his/her current role.

## 6. Procedure:

- 1) The cardholder shall notify the Treasurers in writing (via email) one week prior to credit card purchase with basic information such as estimated purchase date, amount to be charged and purpose.
- 2) A Treasurer shall provide authorization within 48-72 hours.
- 3) Pop Arts is a nonprofit organization and tax exemption forms shall be utilized (see attached).
- 4) Within 10 days of actual purchase, the cardholder shall submit the original charge receipts or other detailed receipt/ invoices (via email) to the Treasurers for validation.

I, \_\_\_\_\_ (print and sign your name) on this date \_\_\_\_\_ (today's date) agree to abide by the above Pop Arts Credit Card Usage Policy and Procedure.