



HOBY Ohio South Corporate Board Policy #2020-01

Debit Card Policy

Adopted December 15, 2019

Purpose

One or more HOBY Ohio South bank account-related debit card(s) may be obtained to facilitate more convenient transactions for budgeted purchases. This policy seeks to provide guidelines for safe and prudent use of debit cards.

Authorized Users

1. The President and Treasurer are authorized to obtain debit cards.
2. The Board shall be informed of each new debit card issued.
3. Upon leaving an office authorized to hold a debit card, any cardholder shall immediately surrender their debit card to the current or incoming Treasurer for destruction.

Authorized Uses

1. Debit card use is limited to items approved as part of the annual budget not to exceed the amounts approved, or as otherwise authorized by the Board.
2. Debit card may be used for in-person, online, or over-the-phone transactions.
3. No personal or non-HOBY-related purchases shall be authorized. In the event that a cardholder mistakenly uses a HOBY Ohio South debit card for an unauthorized purchase, they shall immediately inform the Executive Committee of the Board and reimburse the organization within seven days.

Documentation

1. All debit card transactions, regardless of amount, must be documented with a paper or electronic version of a receipt to be submitted to the Treasurer along with the corresponding budget line item within seven days of purchase.