

AMERICAN LEGION AUXILIARY
DEPARTMENT OF OREGON POLICY
BUSINESS CREDIT CARD

Reviewed by: Department Finance Committee Reviewed On: January 16, 2021

Approving Body: Department Executive Committee Date Approved: January 16, 2021 **Next Review Date: 1/16/2023**

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), Department of Oregon, a public benefit 501(c)(19) not-for-profit Veterans Service Organization Auxiliary headquartered in Wilsonville, Oregon, to provide certain officers and American Legion Auxiliary Department Headquarters personnel with a business credit card as an efficient and alternative means of payment for approved expenses, to improve managerial reporting related to purchases, and to improve efficiency and reduce costs of payable processing.

Policy

1. American Legion Auxiliary Department Headquarters business credit cards shall be used solely for Auxiliary business in accordance with established purchasing and travel policies and within the confines of the Department budget.
2. ALA business credit cards shall be issued to the Department Secretary, and to the Department Treasurer.
3. ALA business credit cards shall be surrendered immediately to the Department Secretary or Department Treasurer upon the expiration of the officer's term, upon termination of employment, or at other times as may be required.
4. Cash advances on ALA business credit cards shall be prohibited
5. Unauthorized use of business ALA credit cards by anyone other than the cardholder is prohibited.
6. Cardholders issued an ALA business credit card shall be responsible for safeguarding the business credit card and the card's account number and maintaining appropriate documentation of business transactions.
7. Cardholders who fail to adhere to the ALA business credit card policies and procedures may be subject to employee disciplinary action as outlined in the ALA Employee Handbook.
8. Cardholders shall be financially responsible for costs from abuse causing over limit charges.