

**AMERICAN LEGION AUXILIARY**  
**DEPARTMENT OF OREGON POLICY**  
**BUSINESS CREDIT CARD**

**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 President, Department Secretary, and to the Department Treasurer. The Department Finance Committee may authorize the issuance of business credit cards to additional individuals.
3. ALA business credit cards shall be surrendered immediately to the Department Secretary or Department Treasurer upon the expiration of the officer's term, 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, maintaining appropriate documentation of business transactions and reconciling the statement on a monthly basis.
7. Cardholders who fail to adhere to the ALA business credit card policies and procedures may be subject to disciplinary action.
8. Cardholders shall be financially responsible for costs from abuse causing late charges and/or over limit charges.