



Kiwanis[®]

CLUB OF DILLSBURG AREA

Policy Title: Credit Card Usage Policy

Policy Adoption: **January 20, 2020**

Policy Statement:

The Kiwanis Club of Dillsburg uses a corporate credit card to make purchases as approved by the board of directors or by the budget previously approved by the board of directors.

Cardholders, those authorized to use the credit card, are responsible for ensuring that they adhere to the policy, thereby ensuring adequate controls are exercised to minimize the risk that Corporate Credit Cards are used for fraudulent or corrupt purposes.

Approved cardholders:

- 1) Club treasurer
- 2) Club Young Children Priority One /Youth Services Chair
- 3) Club Secretary
- 4) Club Community Services Chair

The credit card is to be used only for official Kiwanis business, not personal expenses. Charging personal transactions to Corporate Cards is not acceptable under any circumstance. Cardholder transactions can be scrutinized by any Kiwanis Club of Dillsburg members to ensure compliance with this policy.

Credit cards statement will be included as a part of the monthly treasurer's report.