

DEBIT CARD POLICY & PROCESS

- In order to facilitate the day-to-day activities of the **CASA/GAL of _____ COUNTY, Inc.** a debit card will be used for ordinary business expenses. CASA/GAL of _____ COUNTY, Inc. serves as the sponsoring entity.
- The intent is to provide a method for purchasing items and a means to pay in advance for training and conference costs. All attempts will be made to purchase materials & supplies locally.
- This debit card cannot be used for personal expenses. All debit card purchases must be pre-approved by the Executive Director.
- When not in use, the debit card will be stored in the locked file in the office.
- The Executive Director will consult the Executive Committee if there are any questions about appropriateness of purchase of materials or prepayment of education costs.
- The Executive Director will be the only authorized signor on the debit card. The Executive Director is responsible for the control and safekeeping of the debit card.
- The Executive Director and one of the authorized Executive & Finance Committee co-signers will review the debit card bill each month. Whenever the debit card is used, the original receipts will be retained in the Paid Bills File. It should be made clear on the receipt what item or service was purchased.
- The account transactions each month shall be document in full on an Excel spread sheet and be submitted each month in the finance package for the board to review.
- The following parameters listed below will be pre-set for the CASA/GAL of _____ COUNTY, Inc. debit card account:
 - * 10 Transactions per month
 - * \$300.00 limit per transaction
 - * \$3,000.00 limit per month
 - * As needed for approved budgeted items.