

DREAMLAND VILLA RETIREMENT COMMUNITY
Administrative Policy and Procedure

Subject: Credit/Charge Accounts

Initially Adopted: September 9, 2008

Amended: 3/14/17/, 9/6/17

I. Policy Statement:

It shall be the policy of the Dreamland Villa Retirement Club (DVRC), in order to expedite and more efficiently purchase materials, supplies and library books, to authorize from time to time the establishment of credit/charge accounts.

II. General:

- A.** All credit card/charge accounts and who will be authorized to use them must be approved by the DVRC Board of Directors. The name(s) of the individual(s) authorized to use a credit card or charge account shall be listed only with the business or banking institution as an authorized user.
- B.** All credit card/charge accounts will be in the name of Dreamland Villa Retirement Community with a billing address of the DVRC office.
- C.** All persons authorized to use a charge card or to have access to a charge account must sign a "Credit Card/Charge Account Use Authorization" form (see attached).
- D.** All credit cards will, where possible, be assigned to a specific individual for accountability purposes.
 - 1. The person who is the Administrative Services Manager shall have a credit card issued in his/her name for limit of \$5,000.
- E.** Each business or banking institution with which DVRC has established a credit card or charge account shall be notified in writing of the name(s) of the individual(s) authorized to use the card or account as well as notification of the name(s) of individual(s) who are no longer authorized.
- F.** All use of a credit card or charge account shall be in accordance with the Administrative Policy and Procedure on Purchasing.
- G.** The use of a credit card/charge account for personal purposes is strictly prohibited. In addition to being liable for such use, an employee may be subject to termination. A volunteer shall also be liable of personal use of a credit card. If the volunteer is a Director, at the discretion of the simple majority of the Board of Directors may rescind all officer positions and committee chairmanships.

DREAMLAND VILLA RETIREMENT COMMUNITY

Credit Card/Charge Account Use Authorization

(Use a separate form for each account)

Complete For Credit Cards Issued

By signing this Authorization Form I hereby accept the responsibility for credit card number:

_____ issued by _____.

I further agree that I will be responsible for the safe keeping of this card, that I will not loan or give the card or the card number to any other individual who is not authorized to use it, that I will not allow the card to be used to purchase items that are not for the intended use of the Dreamland Villa Retirement Community and I will ensure that all purchases with this card are in accordance with all established DVRC policies.

Issued By: _____
Returned: To: _____
Date _____
Credit Card Company Notified (by and date) _____

Signed

Date

This is the existing form. Propose form be revised and only one section be used in the future.

----- OR -----

Complete For Use Only Of A Credit Card or Charge Account

By signing this Authorization Form I hereby accept the responsibility for the use of (credit card) (charge account) number _____ (issued by) (at) _____. I further agree that I will not give the card, card number or account number to any other individual who is not authorized to use it, that I will not allow the card or account to be used to purchase items that are not for the intended use of the Dreamland Villa Retirement Community and I will ensure that all purchases with this card are in accordance with all established DVRC policies

Issued By: _____
Returned: To: _____
Date _____
Credit Card Company/Store Notified (by and date) _____

Signed

Date