



Emergency Nurses Association RBC Chapter 438 Debit Card Use Policy

The Rio Bravo Chachalacas Emergency Nurses Association recognizes that to streamline the costs of business affairs, a debit card is to be issued to the designated Chapter Officers as deemed necessary by the board of directors. The Rio Bravo Chachalacas Officers are considered the Chapters Immediate Past-President, President Elect, President, Secretary, Secretary-Elect, Treasurer, and Treasurer-Elect.

This debit card has been secured thru Wells Fargo Bank, and is directly linked to the Rio Bravo Chachalacas checking account, and has a daily limit of \$1000.00. Cash may not be taken out either as cash back with purchase or as a withdrawal at an ATM.

A lost or stolen card must be reported by the Rio Bravo Chachalacas Officer directly to Wells Fargo Bank immediately upon realization of the loss or theft. The Rio Bravo Chachalacas Officer should keep a copy of their card number in a secure location. PINs should NEVER be stored with this number or with the card.

Covered business expenses are to be directly related to the business of the Rio Bravo Chachalacas, and includes but may not be limited to: expenses dealing with travel and lodging to state council meetings, postage, web-fees, business supplies, mailers, conference fees, payment to our vendors (newsletter, CPA), or business related meals etc.

An expense report with receipts is to be submitted in electronic or paper form for any expense charged on the Rio Bravo Chachalacas officer's debit card within the quarter in which the expense is charged.

Expenses accidentally or inadvertently charged to a Rio Bravo Chachalacas Officer's debit card must be immediately reimbursed to the Rio Bravo Chachalacas treasurer or secretary, and a letter of explanation must be sent to the Rio Bravo Chachalacas President.

The board recognizes the fact that the best price for operating expenses will be secured so as to contain costs to the council. Any expenses over \$500.00 must be approved by a majority in a board vote. Minor expenses such as gas, travel or meals must be discussed amongst the board prior to purchase.

The Rio Bravo Chachalacas Officer must sign the Rio Bravo Chachalacas Debit Card Signature Form yearly.

Any passwords or PIN numbers for the account will be given to the Rio Bravo Chachalacas Officer and changed as needed for security reasons.

The debit card will be closed by the Treasurer or secretary, voluntarily surrendered, and no longer used at the end of the Rio Bravo Chachalacas Officer's elected term. If the Rio Bravo Chachalacas Officer serves multiple, consecutive terms, the card can continue to be used. The debit card may also be closed by a majority vote of the Rio Bravo Chachalacas Board and must be done so within 7 days of the vote.