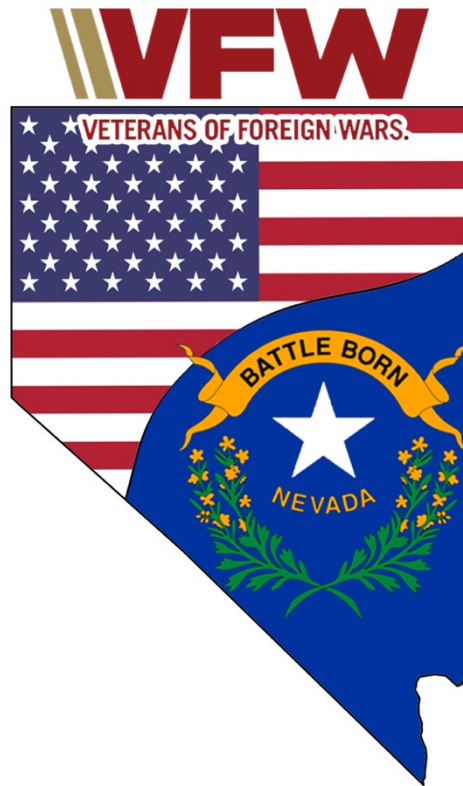


DEPARTMENT OF NEVADA CREDIT CARD POLICY



APPROVED BY THE COUNCIL OF ADMINISTRATION ON June 11, 2023

POLICY BRIEF AND PURPOSE

The VFW Department of Nevada Shall provide Line Officers and Admin team with credit cards that can be used for authorized business-related expenses. Having these cards helps us track and process our expenses, prevent fraud, and make payments more efficiently. We want to make sure that Card Holders will use the Credit Cards properly and know their limitations and responsibilities.

SCOPE

This policy applies to all Officers who are eligible to use the Department of Nevada issued credit card. It also applies to the Quartermaster (QM) who has the right to approve the use of a department credit card.

POLICY ELEMENTS

The Credit Card shall only be utilized for official VFW business and approved by the Council of Administration.

The Department Quartermaster will issue a department credit card in the eligible representative's name. They can use it for business-related expenses and the QM will pay the credit card bill through the appropriate line of accounting for that eligible representative.

ELEGIBLE REPRESENTATIVE DEPARTMENT CREDIT CARD AGREEMENT

All credit card holders shall sign and abide by the department credit card agreement and policy. This is to acknowledge that the credit card belongs to the VFW Department of Nevada and that the QM can process and review all charges.

VFW Department of Nevada credit cards maybe issued if requested to the following Positions:

- Department Commander
- Senior Vice Commander
- Junior Vice Commander
- Adjutant
- Quartermaster

- Veterans Service Officer

The VFW Department of Nevada has the right to refuse and revoke a department credit card from any authorized representative at any point at the discretion of the Department Commander.

What expenses are allowed on a company credit card?

The eligible representative can use the Department of Nevada credit card to pay for VFW authorized business expenses only.

This includes:

- Accommodation for authorized overnight travel
- Air, train, ship or other transportation fares including Privately owned Vehicle.
- Local transportation during trips (taxi fares, rental cars etc.)
- Other minor or per diem expenses that have prior approval by the Department Commander (e.g., meals, business material)

The eligible representative shall not use the department credit card for non-authorized or personal expenses. Cash withdraws are not authorized. The department credit card shall not be allowed to purchase alcohol, any drugs, weapons, pornography or incur charges for other adult entertainment.

EXCEPTIONS

The representative shall contact the Department Commander and Quartermaster to receive prior authorizations for any exceptions before making the purchase.

ELIGIBLE REPRESENTATIVE RESPONSIBILITIES

If you have a department issued credit card, we expect you to:

- **Protect it to the best of your ability.** Don't leave it unattended or give it to unauthorized people.
- **Report stolen or lost as soon as possible.**

- **Document all expenses and send monthly credit card reports.**
Please keep receipts and submit documentation with the date and purpose of the expense, within 7 days after travel or charge. (*Travel vouchers are mandatory with receipts*).
- If you incur personal or unauthorized expenses, you will be required to pay the bill in full or reimburse the Department of Nevada. If you continue this do this consistently, you shall face disciplinary action that could include loss of the right to have a department issued credit card or termination of membership in the Veterans of Foreign Wars.
- Giving a department credit card to unauthorized people or abusing the expense limits shall result in suspension or termination.
- Making prohibited purchases as mentioned previously (e.g., weapons, drugs) shall result in immediate termination, and possibly legal action.

Approval - The Department Credit Card Policy has been approved by the Department of Nevada Council of Administration on June 11, 2023.