



Fairway Village Homeowners Association

Policy Number: 207.24

Title: Credit Card Use - Employee

Rescissions of Policy:

This policy rescinds and supersedes all policies/motions approved on this subject prior to 02-07-2024

Purpose:

Fairway Village may issue credit cards to managers and staff designated by managers, to be used to expedite purchases. The Board of Directors will determine managers' credit limits; managers will establish employee purchasing limits.

Responsibilities

Managers:

The FVHOA Board of Directors delegates to the Administrator and the Director of Golf Operations "managers" the authority to identify which employees "card custodians" should be issued credit cards and the responsibility for ensuring that this policy is followed. The managers shall be responsible for helping card custodians, and reviewing card purchases to ensure compliance with this policy. The manager shall obtain the signature of the card custodian on this policy indicating his/her agreement to comply with the intent of this purchasing card policy. The Administrator shall place a copy of this document in the employee's personnel file.

Card Custodians

- All credit cards are to be used for official FVHOA business only. Personal use of FVHOA credit cards is prohibited, and may lead to disciplinary action, up to and including termination of employment.
- All purchases must comply with the association's purchasing policies. Bids must be secured where appropriate.
- The cards shall not be used to obtain cash advances from financial institutions.
- The balance of outstanding purchases shall not exceed the bank limit established for that card. Monthly expenditures will not exceed a lower monthly spending limit that may be established. The card custodian will abide by the terms of use established by the issuing financial institution.
- Credit cards must be safeguarded against loss, theft and unauthorized use. Each card custodian is responsible for the security of his/her card. The card is to be used only by the individual to whom it is issued. To minimize liability for unauthorized purchases, the card custodian must report lost or stolen cards immediately by contacting the issuing financial institution. The employee should then notify the manager.

Procedure

- Monthly:
 - Submit receipts for transactions matched to the monthly credit card statement to the Administrator or Office Manager
 - Receipts must have Account and Classification identified
 - The bookkeeper is responsible for reconciling the bank statement
 - Managers will call any questionable charges to the attention of the card custodian
 - The Treasurer will call questionable charges to the attention of the managers

Disputed Charges

If the card custodian does not recognize a charge that appears on the monthly statement:

- The card custodian must try to resolve the dispute immediately by contacting the merchant involved and the issuing financial institution
- He/she should immediately advise the manager
- If it is unresolved with the merchant, the manager will notify the bank and request that the item be placed in dispute. Notification must occur within 30 days of the first statement on which the disputed charge appeared. The card custodian and manager must also document the request to place the item in dispute.
- The manager and card custodian will monitor the dispute until it is resolved.

Adopted by the Board of Directors on this day of, 2/7/2024 at a meeting at which ____ Directors were in attendance.

____ Votes in Favor

____ Votes in Opposition

____ Abstentions

X Lynn V. Williams
Lynn V. Williams (Feb 8, 2024 21:32 PST)

Lynn V. Williams
President

X Jan Wyninger
Jan Wyninger (Feb 9, 2024 06:02 PST)

Jan Wyninger
Secretary

Addendum: Sample Employee Signature Page

Receipt and Acknowledgement of the Credit Card Policy

I acknowledge that I have received a copy of Fairway Village Homeowners Association Credit Card Policy, and a copy of this Receipt and Acknowledgement. I agree to familiarize myself with the information contained in the policy, and to conform to the requirements of the policy.

Employee Signature

Date

This is a sample document.











Policy #207.24 Credit Card Use

Final Audit Report

2024-02-09

Created:	2024-02-08
By:	Judy Hooper (judy.hooper@ourfairwayvillage.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAi_34bklio3Myw70LOWK7zwykn1PpBCSU

"Policy #207.24 Credit Card Use" History

-  Document created by Judy Hooper (judy.hooper@ourfairwayvillage.org)
2024-02-08 - 7:50:12 PM GMT- IP address: 67.170.133.123
-  Document emailed to fvhoalwilliams@gmail.com for signature
2024-02-08 - 7:50:50 PM GMT
-  Email viewed by fvhoalwilliams@gmail.com
2024-02-09 - 5:32:12 AM GMT- IP address: 54.184.55.248
-  Signer fvhoalwilliams@gmail.com entered name at signing as Lynn V. Williams
2024-02-09 - 5:32:35 AM GMT- IP address: 54.184.55.248
-  Document e-signed by Lynn V. Williams (fvhoalwilliams@gmail.com)
Signature Date: 2024-02-09 - 5:32:37 AM GMT - Time Source: server- IP address: 54.184.55.248
-  Document emailed to fvhoajwyninger@gmail.com for signature
2024-02-09 - 5:32:38 AM GMT
-  Email viewed by fvhoajwyninger@gmail.com
2024-02-09 - 2:02:02 PM GMT- IP address: 73.25.221.220
-  Signer fvhoajwyninger@gmail.com entered name at signing as Jan Wyninger
2024-02-09 - 2:02:17 PM GMT- IP address: 73.25.221.220
-  Document e-signed by Jan Wyninger (fvhoajwyninger@gmail.com)
Signature Date: 2024-02-09 - 2:02:19 PM GMT - Time Source: server- IP address: 73.25.221.220
-  Agreement completed.
2024-02-09 - 2:02:19 PM GMT