



Executive Credit Card Policy

1. Preamble

USSU Executive members are each issued a credit card for the Union account. The credit cards are to be used to facilitate Union business and are kept in the Controller's safe when not required. Use of the credit cards is accompanied by significant responsibility.

2. Usage

The use of the credit card is a privilege. Improper use will result in the removal of the card. The Executive members must adhere to the following rules:

- 2.1. Expenditures on the card must be approved in advance by the Vice-President Operations & Finance. As such, the card must never be used for personal expenses.
- 2.2 All receipts must be given to the USSU Accounting Assistant for every transaction using the credit card.
- 2.3 The Card is to be used only by the Executive member whose name the card bears.

3. Disciplinary action

Abuse of any USSU financial system will not be tolerated. The use of Union finances without authorization could result in impeachment and/or legal action.

I, the undersigned, have read and understood the terms of this policy and any action resulting from it.

Executive Member

General Manager

Contact Information: Vice-President (Operations and Finance) 966-6967

Policy Authority: Executive Committee

Approvals	Board/Committee	Date	Motion
Amended	Executive Committee	04/23/03	EXEC68
Amended	Executive Committee	08/11/08	EXEC30
Amended	Executive Committee	07/06/10	EXEC21