C - Check and Debit Card Policy

HCU may use a debit card or checks to fulfill financial liabilities.

Article I - HCU Checkbooks

Section 1  **Signers** - The President and Treasurer will be designated as check signers at the start of their term. This authorization will persist until the end of their term. A third officer will be designated as a check signer at the start of each fiscal year. Checks require two signatures. Checks that are payable to a check signer must have signatures of two other check signers.

Section 2  **Check Stubs** - Check stubs must be completed at the same time the check is written. This must include a note that references what the check pays for and who signed the check.

Section 3  **Security** - Checkbooks may not leave the HCU office unless approved by the executive board. When not in use, checkbooks will be secured in a locked cabinet. Only authorized officers shall have keys to this cabinet.

Section 4  **Retention** - Checkbook registers shall be retained at the union office.

Article II - HCU Purchase Cards

Section 1  **Regular Card Holders** - The President and Treasurer will be designated as Purchase Card holders at the start of their term. This authorization will persist until the end of their term. Additional card holders may be designated with the approval of the Executive Board. All receipts for Purchase Card purchases must be submitted to the Treasurer within fifteen (15) days of purchase.

Section 2  **Short Term Card Holders** – The President or Treasurer may assign Purchase Cards to members who are schedule to travel to an event on behalf of the union. These cards must be deactivated within 7 days of the member returning from the event. An itemized receipt of all purchases made with the card must be presented to the Treasurer within 7 days of returning from the event.

Section 3  **Card Expiration** - Fourteen (14) days before the end of a cardholder’s term, the purchase card will be relinquished to the Treasurer for destruction. Disposal will occur at the union office in the presence of the Treasurer and another board member.

Section 4  **Card Limitations** - Purchase Cards must be procured from the same institution that maintains the Union’s main banking account. There cannot be a fee attached to using or maintaining the card.

Section 5  **Purchase Limitations** - Purchase cards can only be used for purchases that are approved by the board. All expenses included in an approved budget may be purchased with a Purchase Card.

Section 6  **Security** - Cardholders will be responsible for the security of the Purchase Card assigned to them. If a Purchase Card is stored at the HCU office, it must be stored in locked cabinet that is only accessible to card holders. Lost cards are to be reported to the issuer as soon as possible.

Section 7  **Record Keeping** - The Treasurer shall maintain a record of all approved Purchase Card purchases for the fiscal year.
Section 8  **Unapproved Purchases** - Any unapproved charges will be reported immediately to the President and noted at the next HCU Board Meeting. These charges will be treated as fraudulent and the Treasurer will immediately notify the bank for appropriate action.

END OF POLICY
APPROVED 8/28/2018