



ALBEMARLE CHARLOTTESVILLE
Historical Society

McIntire Building · 200 Second Street NE · Charlottesville · Virginia 22902-5245

Policy Regarding Use of Debit Cards & Personal Reimbursements

Effective Date: September 22, 2020

I. Policy Statement

Albemarle Charlottesville Historical Society, Inc., (ACHS) wishes to facilitate efficient purchasing in furtherance of ACHS's tax-exempt purpose. This policy describes the requirements for use of ACHS's debit card for purchases and for reimbursement of expenditures made on behalf of ACHS by its Directors, Officers, employees, and other authorized individuals. All purchases made with the debit card or submitted for reimbursement must be made in furtherance of ACHS's tax-exempt purpose. ACHS's Virginia state sales tax exemption should be applied wherever possible.

Expenditures made on behalf of ACHS should be done in the following manner, listed in order of preference:

- a. Company-issued debit card
- b. Vendor invoice paid by company check
- c. Reimbursement of expense incurred on personal credit card/check.

II. Use of Debit Cards and Reimbursement for Expenditures

- A. Individuals holding specified positions at ACHS or other named individuals authorized to use debit cards will be approved by the Board of Directors prior to their being issued a card. Use is approved until the individual no longer holds the specified position or until such use is revoked by the Board.
- B. Those currently authorized to hold an ACHS debit card are the Treasurer, Executive Director and Administrative Assistant.
- C. Budgeted expenditures/purchases are limited to \$5000 per transaction without prior authorization.
- D. Budgeted expenditures/purchases above \$5,000 and all non-Budgeted expenditures must be approved by the Executive Committee.
- E. Directors, Officers, specified employees, Committee Chairs and other authorized individuals can make purchases on behalf of ACHS and to be reimbursed for such purchases, subject to the requirements set forth in Section III.
- F. Documentation for all purchases and debit card expenditures, as described in Section III, must be provided to the Bookkeeper within 10 days of each expenditure.
- G. Any personal expenditures erroneously charged to the company debit card must be reimbursed to ACHS within 10 days of the error.

III. Documentation Requirements for Reimbursement and for Debit Card Use

- A. All individuals using a debit card or requesting reimbursement for expenses must sign a Terms and Conditions for Reimbursement and Debit Card Use, a copy of which is attached hereto as Attachment 1.
- B. The following documentation must be submitted to the Bookkeeper, with the Request for Reimbursement/Debit Expenditures Documentation form (Attachment 2), within 10 days of each expenditure for debit card purchases and for expenses to be reimbursed:
 - 1. Who made the charge or purchase;
 - 2. Who authorized the charge or purchase, if required;
 - 3. Receipt showing date and amount of charge or purchase;
 - 4. Purpose of charge or purchase; and
 - 5. Merchant who was paid.
- C. The Bookkeeper will review documentation submitted and if it is complete, will issue a check for reimbursement, if applicable. If the documentation is not complete, the Bookkeeper will contact the individual who used the debit card or requested reimbursement and specify what documentation is missing.
- D. If all required documentation is not provided to the Bookkeeper within 10 days of the Bookkeeper requesting more information, the Bookkeeper will not provide reimbursement. If documentation for a debit card expenditure is not provided to the Bookkeeper, the individual who made the purchase will reimburse ACHS for the expense.

IV. Violations of Policy:

Failure to follow the policy may result in disciplinary action.

V. Authority:

This policy is issued by the Albemarle Charlottesville Historical Society Board of Directors. The Executive Committee or its designee is authorized to grant exceptions to all elements of this policy based on the needs of ACHS and/or written request.

VI. Interpretation:

ACHS's Executive Committee is responsible for official interpretation of this policy and absent designation otherwise, the Executive Director is deemed the Executive Committee's designee to grant exceptions.



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Terms & Conditions for Reimbursement and Debit Card Use

I, _____, agree that any purchases I make on behalf of Albemarle Charlottesville Historical Society, Inc., will be made in furtherance of the Corporation's tax-exempt purpose. I further agree to follow the requirements described in the Policy for Use of Debit Cards and for Personal Reimbursements for all purchases I make on behalf of ACHS.

If I fail to provide documentation as required in the Policy, I agree that I will not be reimbursed for purchases made on behalf of ACHS. If I make purchases with a debit card and fail to provide documentation as required in the Policy, I agree to submit payment to the Bookkeeper for ACHS within 10 days of request for repayment.

I further agree that I will immediately return my ACHS debit card to the Treasurer when I cease to hold a position in the Corporation which is authorized to have a debit card, or upon request of the Treasurer or any Officer of the Corporation.



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Request for Reimbursement/Debit
Expenditures Documentation

Date: _____

Reimbursement Requested: _____ Yes _____ (yes/no)

Reimbursement To: Name: _____

Address: _____

Reimbursement Amount: _____

Purpose of reimbursement: _____

Vendor: _____

Authorized by: _____

Attach receipt and other documentation

For office use only:

Accounting Code: _____

Date: _____

Initials: _____