**Missouri Emergency Nurse Association (MOENA) CREDIT CARD USAGE POLICY**

* To provide ease for the treasurer to conduct business on behalf of the organization, in a safe effective manner.

MOENA recognizes the value of providing credit cards to the officers of the organization so that business can be conducted in an efficient manner. MOENA also recognizes the risk involved with the usage of credit cards.

1. A credit card may be issued to the President and/or Treasurer of the State Council for the MOENA treasury to be used for covered business expenses.
2. Covered business expenses include, but are not limited to:
   1. Travel expenses
   2. Meals
   3. Postage
   4. Business Supplies
   5. Conference Fees
   6. Continuing Education approval expenses
   7. Reoccurring expenses approved by the appropriate committee chair when budgeted
3. Card Holder agrees to handle the card with utmost security in mind.
4. In the event a card is misplaced or stolen, the card holder must notify
   1. The treasurer immediately so that the card can be reported to the bank
   2. The Board of Directors
5. The credit card is to be destroyed at the end of the cardholder’s term. If multiple terms are held, the card does not need to be destroyed until the end of the final term.