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| **Policy Name** | **ISACA Chapter #50 Authorization for Debit Card Policy** |
| **Created By** | Derek Thomas, Chapter President |
| **Approved by Board** | February 11, 2025 |
| **Date Created** | Aug 5, 2024 |
| **Date Implemented** | Feb 10, 2025 |
| **Last Reviewed Date** |  |

**Authorization for Debit Card Policy**

ISACA Portland Oregon (herein “Chapter, Chapter 50, Chapter #50, ISACA PDX, ISACA Portland, or ISACA Oregon”) maintains the following policy for the express purposes of defining the Chapter’s Authorization for Debit Card policy.

**Debit Card Policy**

1. **Purpose**: This policy outlines the procedures for authorizing and issuing debit cards to eligible Chapter Officers account holders or approved Appointed Directors.
2. **Eligibility**: Debit cards may be issued to Chapter Officers as defined in the Chapter By-Laws and approved Appointed Director members upon approval of Board through majority vote of the Chapter officers. All debit card holders must be over the age of eighteen (18), member in good standing, and a listed Officer or approved Appointed Director. Eligibility will be within the period of the individual’s role and renewed or future roles with the organization.
3. **Application Process:** Debit card account holders must submit a completed debit card application form defined by the Chapter’s issuing bank and provide proper identification as required by the issuing bank. The application must be reviewed and approved by authorized bank personnel upon approval by Chapter signatories on file with the issuing bank.
4. **Verification**: The applicant’s account status and history will be verified along with validation of the applicant’s role within the Chapter. Signatures will be validated against account records
5. **Approval:** Applications meeting all bank issuance criteria will be approved upon approval provided to the Bank by an authorized Officer signatory with the Bank. The bank reserves the right to deny applications at its discretion
6. **Card Issuance**: Approved applicants will receive their debit card immediately from the branch at which the application is submitted. All accounts must be secured with an individual and unique PIN selected by the applicant at submission time.
7. **Usage and Responsibilities:** Cardholders agree to comply with the terms and conditions of card usage as defined in **Chapter #50 Expense Approval and Debit Card Charge Policy**. It is the responsibility of the individual card holder to report lost or stolen cards immediately to the Bank.
8. **Termination:** Upon termination of an elected Board or approved Appointed Director role, the card will be surrendered, or sufficient evidence of destruction must be submitted, to one of the governing Board members. Notification to the owning Bank will be completed by the Board President or Vice President if required. *This is generally not expected to be a required element but may be performed periodically in validating chapter signing authorities.*
9. **Policy Review:** This policy will be reviewed annually and updated as necessary.