

Credit Card Policy Ames Soccer Club

Ames Soccer Club has deemed it appropriate for your position to utilize a Ames Soccer Club business credit card hereafter known as ASC credit cards to facilitate business operations of the Ames Soccer Club. ASC cards and charge accounts are for business use only and are not to be used for personal purchases of the staff or board member.

All ASC credit card charges accounts must be supported by an itemized receipt. Purchases not properly documented will be the personal responsibility of the staff or board member that initiated the charge. All receipts and documentation must be turned into the Treasurer within 20 days of the purchase/charge.

Misuse of the ASC credit cards or charge accounts may lead to disciplinary action up to and including termination or removal from the Board.

*****Acknowledgement of Policy*****

I, _____, have read the above credit card policy and understand that the ASC credit cards are for business use only and that misuse may lead to disciplinary action up to and including termination or removal from the Board of Directors.

Credit Cards and Charge Accounts that I utilize are:

Signature

Date