

INDIANA WATER ENVIRONMENT ASSOCIATION DEBIT CARD POLICY

The following rules govern the use of the Indiana Water Environment Association (“IWEA”) debit card.

1. A debit card will be issued to the IWEA Treasurer and the IWEA Executive Director.
2. Permission to use IWEA’s debit card is at the discretion of the Executive Director, the Treasurer and/or the board of directors. Only those individuals specifically authorized by the Executive Director, the Treasurer or the board may use the debit card.
3. Any individual granted permission to use IWEA’s debit card must sign a copy of this Debit Card Policy prior to using the debit card.
4. There is a Five Thousand Dollar (\$5,000.00) daily limit on each debit card.
5. All costs incurred must be business related and not personal in nature. **Use of the debit card for personal charges is strictly prohibited.**
6. Copies of all receipts and invoices shall be submitted to the Executive Director, or his designee, within five (5) days of any purchase made with the IWEA debit card, or as otherwise authorized by the Executive Director or the board of directors.
7. Any charges must be approved by the Executive Director prior to the purchase.
8. The debit card may not be used for cash advances without the prior written consent of the board of directors.
9. Misuse of the debit card may be cause for dismissal from the individual’s position with IWEA.
10. An individual using the IWEA debit card must reimburse IWEA for charges of unauthorized expenses or charges that the individual cannot support with the proper documentation, such as a receipt. The individual must reimburse IWEA within thirty (30) days of the request for reimbursement.
11. In any action related to or arising from this Agreement, IWEA is entitled to recover its costs, expenses, and reasonable accounting, attorneys’ fees, or other related

professional service fees incurred in the enforcement of this Agreement (or the dispute related thereto), including enforcing it as a defense.

12. Upon the departure by any individual from his/her position with IWEA, he/she shall immediately return any IWEA debit card in his/her possession to the Executive Director.

I agree to be legally bound by this Debit Card Policy. I understand that this Debit Card Policy binds my heirs, executors, administrators, and assigns. **I have read and understand this entire Debit Card Policy, and I will abide by its terms and conditions. I have knowingly and voluntarily signed this Debit Card Policy.**

Signature

Printed Name

Date: _____