

**Credit Card Guidelines****District 16**

1. The district will maintain a District 16 GSR credit card for the purpose of paying for pre-approved district expenses.
2. The credit card will be maintained by the District Treasurer . A report will be made to the groups each month at the monthly district meeting. The report will include all expenses incurred on the card each month.
3. The credit card will have a limit of \$2000.00.
4. The credit card will be a secured card (as required by the bank) and funds in the amount of \$2200.00 (as required by bank to secure the balance limit along with 3 months interest) will be held within the prudent reserve in the District 16 GSR account. It will have no fee. (Note: this is a Cash-Back Rewards card and any benefits redeemed will go back to the district.)
5. The Treasurer will be responsible for ensuring that full payment of the card is made each month in the form of a cheque (requiring 2 signatures) from the District 16 GSR account. This will prevent any interest charges being incurred.
6. The DCM or Alt DCM is to review the credit card statement on a monthly basis.
7. Eligible expenses for the card will be Grasshopper (service provider for TAS), Literature orders, Website expenses and for autopayment of our Storage Unit. Any other expenses must be considered on an exception basis and must be approved by the groups prior to being incurred on the card.