

Credit Card Guidelines**District 16**

1. The District will maintain a District 16 credit card for the purpose of paying for pre-approved district expenses.
2. Eligible expenses for the card will be Grasshopper (service provider for TAS), Literature orders, Website expenses, Storage Unit, District 16 Post Office Box, and the District Zoom Account. Any other expenses must be considered on a case-by-case basis and must be approved by the groups prior to being incurred on the card.
3. 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.
4. The credit card will have a limit of \$2,000.00.
5. The Treasurer will be responsible for ensuring that full payment of the card is made on time each month in the form of a cheque (requiring 2 signatures) or through online banking from the District 16 GSR account. This should prevent any interest charges being incurred.
6. Upon request the Treasurer will forward the credit card statement to the DCM or Alt DCM.