

UNITED STATES POWER SQUADRONS
DISTRICT 9
STANDARD OPERATING PROCEDURE

Title:

**USE OF DISTRICT BUSINESS DEBIT
CARD**

No. **45**

Date Created: 13 Apr 2019

Revised:

1. Debit card is held by the District Treasurer.
2. Only the District Treasurer or Commander can supply debit card information.
3. The debit card is to be used for major purchases or funding commitments/deposits, such as hotel accommodations or entertainment:
 - a. The District person in charge of the purchase/commitment must notify the District Treasurer as to the nature of the business and the amount of the commitment by email including information as to the business contact person.
 - b. The District Treasurer is to contact that business contact person and relate to them the debit card information by phone. The debit card information is not to be sent by email or letter.
4. Debit card may be used for continuing long term business ventures, such as engraving of awards:
 - a. In this case, the debit card will be on file with the company and the District officer in charge of awards will authorize charge by email to both the company and the District Treasurer, specifying services and amount charged.
5. The District Treasurer shall have access to the debit card web site and shall monitor debit card activity.

SOP 45 HISTORY:

CREATED: 13 APR 2019

REVISED: