

WENHAM HOUSING AUTHORITY
DEBIT CARD POLICY

A separate account will be set up to use with a debit card. No cash advances will be allowed on this account and the maximum amount that will be kept in this account is \$500.00, unless the Chairperson declares this amount must be increased for extraordinary circumstances.

Transfer of funds out of and into this account from other WHA accounts will be allowed. Transfer may be done in person or by telephone or online. The Executive Director has the primary responsibility to authorize all transfers and Board Members who may have signatory authorization may authorize transfers in the absence of the ED.

Debit cards will be issued to the Executive Director and Maintenance Supervisor. Other debit cards may be issued by a vote of the Board.

A debit card may be used only when other payment means would hinder the efficient operation of the agency, such as with on-line purchases. The maximum amount that may be debited in a single transaction is \$500.00 without the pre-approval of the Chairperson.

A detailed report of this account, including each invoice and transaction information, will be kept by the ED and provided to the WHA Board Members at their meetings. However, no report will be required if there has not been any activity since the last report was given. The Chair reserves the right to request a report at any time.

ADOPTED: November 12, 2015 Regular Board Meeting

REVIEWED: