



VAEOPP Debit Card User Agreement

Initial each box to indicate your acknowledgement of each statement:

	VAEOPP debit cards shall only be used for VAEOPP-related travel expenses and other allowable expenses as specified in the approved budget or as approved by the President. If any charges made by the cardholder are deemed unallowable, inappropriate, or illegal, said cardholder will be invoiced for reimbursement to the association, and further corrective and/or legal action may occur if deemed necessary.
	Receipts must be maintained and submitted to the Treasurer for all expenses and are subject to approval by the Financial Affairs Committee Chairperson.
	In the event of an accidental personal purchase using the VAEOPP debit card, the cardholder must immediately notify the Treasurer; the cardholder will be invoiced for the transaction amount and must reimburse the Association within 30 days.
	The Financial Affairs Committee may rescind a cardholder's debit card at any time and without notice in the event of misuse or failure to adhere to established policies.
	If an individual uses their VAEOPP debit card for travel expenses, he/she must complete a Travel Expenditure Form and submit it to the Treasurer within two weeks.
	<p>I understand that my VAEOPP debit card may not be used to purchase the following items:</p> <ul style="list-style-type: none"> • Unallowable travel-related expenses: <ul style="list-style-type: none"> ▪ Any travel expense that occurs more than one day before or more than one day after the event for which travel has been authorized unless explicit pre-approval by the President was obtained ▪ costs incurred by failure to cancel transportation or hotel reservations ▪ fines for automobile violations or personal misconduct ▪ lost or stolen tickets, cash, or property ▪ travel accident insurance premiums ▪ laundry expenses • Personal purchases • Alcohol • Any purchase deemed outside the parameters defined by the annual budget or that otherwise does not align with the mission and values of the Association as determined by the Board.
	I understand that debit card holders and individuals making purchases on behalf of the Association for reimbursement are responsible for knowing the budget limitations of any line item of which they are expending funds. If necessary, I will contact the Treasurer to inquire about line item balances before any purchases are made, including travel expenditures. Failure to do so may result in purchases being deemed non-reimbursable and/or being invoiced to reimburse the Association.
	Cardholders may not allow others to use his/her assigned VAEOPP debit card.
	I understand my VAEOPP debit card may be deactivated without notice at the end of my term of office. I agree to return the VAEOPP debit card to the Treasurer immediately once my term has ended.
	If my VAEOPP debit card is lost or stolen, I will notify the Treasurer immediately and take appropriate action with the bank to ensure funds are not at risk.
	My signature below indicates that I have read and agree to follow the established policies and procedures for the use of the VAEOPP debit card as described in this agreement and in VAEOPP's Fiscal Management Manual. Failure to do so may result in immediate removal from the board, reimbursement of funds to the Association, and possible legal action.

Cardholder Signature

Date

Cardholder Printed Name

VAEOPP Office

VAEOPP Treasurer Signature

Date

Revised November 2024