



Oregon Juvenile Department Directors' Association
Representing Oregon's County Juvenile Departments

DEBIT CARD POLICY

Purpose

To provide policy and guidance for using, safeguarding and accounting of Debit Cards issued in the name of Oregon Juvenile Department Directors' Association (OJDDA).

Policy

The OJDDA Treasurer may establish a separate Debit Card account to be used as payment method to facilitate the purchase of goods and services. The OJDDA Board approves, oversees and monitors the Treasurer's actions and procedures regarding the establishment and use of Debit Card accounts in the name of OJDDA.

As a general practice, business Debit cards secured under the OJDDA name are issued to specific users with the name of the user embossed physically on the card. Only those approved by the OJDDA Board will be issued a Debit Card. Debit cards may be used for all authorized purchases and payments. This includes online/internet purchases and payments so long as card holders are aware of the best security practices for making online/internet purchases and payments.

The OJDDA Treasurer may authorize, through approval of the OJDDA Board, Debit cards to be used for recurring payments to streamline payment activities.

OJDDA Debit Card for personal purchases is not authorized. Debit Cards issued under OJDDA are for purchases in support of the association only.

Use of Debit Cards for withdrawal of cash from accounts is prohibited. At no time will Debit Cards be used to withdraw cash to make purchases.

Responsibility of Card Holder

- Sign for and safeguard the card (both physically and electronic means).
- Immediately contact the Treasurer if card is lost or stolen.
- Know the purchase procedure and purchase limits for using the card.
- Track purchases by securing the appropriate receipts or documentation at time of the purchase.
- Submit expense receipts to the Treasurer within a week of the purchase.

Responsibility of the Treasurer

- Establish Debit Card accounts with reputable financial institutions.
- Immediately contact financial institution regarding lost or stolen cards.
- Monitor card purchases.
- Establish and monitor procedures for reconciliation and accounting of transactions.
- Ensure security of cards through limiting amount in Debit Card Checking Account.
- Reconciliation of Debit Card account at least monthly.