

STATEMENT of POLICY and PROCEDURE			
Chapter:	Governance	Policy #.	1.3.05
Section:	Finance	Issued:	December 6, 2013
Subject:	Credit Card Use	Effective:	December 6, 2013
Issue to:	All Manual Holders	Page:	1 of 1
		Updated	August 28, 2019
Issued by:	The Saskatchewan Association of Licensed Practical Nurses		

1. POLICY

The SALPN will provide credit cards to specific employees and/or Council members for the use of SALPN related business.

2. PROCEDURE

- 2.1 The SALPN shall provide credit cards to staff as required and as appropriate. The combined SALPN organizational credit card limit shall **not exceed \$40,000.00**. The cards associated to the following positions shall have a limit equal or less than the following:
- a. Executive Director - \$10,000
 - b. Finance and Human Resource Coordinator- \$10,000
 - c. Registrar - \$4,000
 - d. Communications and Event Coordinator - \$4,000
 - e. Other positions - \$2,500
 - f. SALPN Chair – \$2,500
 - g. Registration and Licensure Coordinator - \$2,000
- 2.2 The SALPN credit cards shall be paid in a timely manner to avoid interest charges