

Northeast Texas Regional Advisory Council  
TSA-F

Policy and Procedures

Subject: Credit/Debit Card

Date Reviewed: 01-10

Origin Date: 01-10

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**1.1 PURPOSE AND SCOPE**

To establish policies and procedures relating to the fiscal management of the NETRAC Credit/Debit Card.

**1.2 PURPOSE: USE OF THE CREDIT CARD FOR PURCHASES:**

The NETRAC Credit/Debit Card will be used for purchases requiring the use of credit/debit card payments for all participating entities of the RAC.

**1.3 PURPOSE: USE OF THE CREDIT CARD FOR TRAVEL:**

The NETRAC Credit/Debit Card will be used for the Executive Director's Travel as it relates to hotel expenses, transportation needs i.e. airline tickets, rental cars, taxis, transits, etc., and meals.

NETRAC will also secure an additional Credit/Debit Card for the RAC Chair, to be used in the same manner as the Executive Director.

NETRAC also empowers the NETRAC IT Tech to use the Credit/Debit Card to make needed IT purchases. The IT Tech must get prior approval from the Executive Director or Board Member before making purchases, and submit invoices, receipts, and any other accompanying documentation for the purchase.

Approved and reflected in the minutes of Executive Board meeting on: \_\_\_\_\_

Approved and reflected in the minutes of General Assembly meeting on: \_\_\_\_\_