

Bexar County Master Gardeners

SUBJECT: F-4 – Use of BCMG Credit Cards

POLICY:

Bexar County Master Gardeners credit cards will be issued to the following leadership positions:

- President
- Vice President
- Water Conservation Coordinator
- Master Gardener Training Coordinator
- Rodeo Chairperson

The following guidelines apply to all use of BCMG credit cards: BCMG credit cards will be surrendered upon vacation of the office/position. All credit card purchases will require receipts. Credit card receipts will be turned into the BCMG Office Manager at the earliest opportunity but no later than the end of the month of purchase. In no instance will personal purchases be co-mingled with BCMG purchases. Violation of these guidelines will result in the confiscation of the credit card.

RATIONALE:

The judicious use of credit cards by the Bexar County Master Gardeners facilitates the successful fulfillment of the mission. However, strict adherence to reasonable purchase guidelines is necessary to ensure undue debt is not incurred. The Master Gardener Training Coordinator and the Water Conservation Coordinator regularly purchase items required for educational programs.

DATE APPROVED: 19 March 2020

DATE REVIEWED: