

Alpha Rho Chi Fraternity

Grand Council & Appointee

Credit Cardholder Policy

Eligibility

Individual Grand Council Officers (GCO) & Appointees

- Not automatically eligible or required to receive a credit card account
- Considered for an Alpha Rho Chi credit card based on anticipated spending/travel, financial responsibility and unanimous approval of other GCO.
- Each individual cardholder must sign Alpha Rho Chi Credit Cardholder Policy
- Maximum credit limit is \$5,000.00 (except for the WGE, as outlined below)
- Eligibility will be reviewed annually for all officers and appointees (except for the WGE, as outlined below)
- Must surrender the card to the WGE at the end of his/her term of office (i.e. term limit reached, resignation, or removal from office by any other means)

Worthy Grand Estimator (WGE)

- Elected by the fraternity to have full charge of funds and therefore, shall be eligible for an Alpha Rho Chi credit card with a maximum credit limit of \$25,000.00.
- Eligibility is good for the length of term, or until resignation, or removal from office
- Must surrender the card to the WGA at the end of his/her term of office (i.e. term limit reached, resignation, or removal from office by any other means)

Worthy Grand Estimator (WGE) Responsibilities

- Distribute monthly statements to GCO for review
- Ensure full payment is made monthly – cards shall not carry a balance

Cardholder Responsibilities

- Use of an Alpha Rho Chi credit card for fraternity related purchases only as outlined in the Fraternity's national budget and Alpha Rho Chi Grand Council Officer & Appointee Expense Reimbursement Policy
- Use of an Alpha Rho Chi credit card for purchases greater than \$100 should be preapproved by at least one other GCO.
- Verify the accuracy of monthly statements
- Attempt to resolve disputes or billing errors directly with the vendor and notify the WGE if a dispute or billing error has not been satisfactorily resolved
- Ensure that an appropriate credit for the reported disputed items or billing error appears on a subsequent billing statement
- Immediately report lost or stolen card to the Elan Financial Services 1-866-552-8855 and the WGE

Restrictions

- Personal purchases are prohibited
- Use of the credit card in any unapproved forms

- Other individuals are not allowed to use the card

Payments

Credit cards are automatically paid monthly from the Alpha Rho Chi checking account. Receipts must be submitted to WGE within 30 days of purchase.

Credit Card Termination

A credit card account will be closed if a cardholder fails to abide by this policy.

Signature of Cardholder

Date

Printed Name of Cardholder