

Housing Manager Responsibilities

WPN Credit Card Use Agreement

Chapter Name: _____
Address: _____

The following are policies and procedures for use of the WPN credit card. Each WPN House Manager will be given a company credit card and must agree to the following terms.

1. **Authorized Users:** The active House Manager for the chapter house will be the only member of the chapter using the credit card.
2. **Lost or Stolen Card:** This should be reported immediately to the Director of WPN Housing. The chapter is responsible for all charges until the credit card company cancels the card.
3. **Limits:** The credit card has a maximum limit of \$500.00.
4. **Expected Use:** The credit card should be used for approved house supplies (which are provided by WPN per the lease agreement) or emergency expenditures as determined by WPN Housing Company employee.
5. **Unauthorized Use Fee:** No unapproved or personal expenses can be charged to the credit card. If an unapproved expense is made, the chapter will be billed for the expense, plus a 30% fee for non-authorized use of the credit card.
6. **Procedures for Card Usage:**
 - a. Research the product, cost, and purchase location.
 - b. Share research and obtain permission from a WPN Housing employee before making your purchase(s).
 - c. Purchase items at lowest cost available with 7 days. If you do not purchase the item(s) within 7 days, you will need to seek permission again.
 - d. Within 24 hours of purchase, submit a PDF/photo of the receipt through Buildium along with a description of how the product(s) purchased are going to be used at the house.

I _____ (name) agree to the above policies on behalf of the _____ (property). I understand that failure to follow the policies may result in my loss of my position or other disciplinary action.

Signature: _____

Date: _____