



**STATEMENT OF PERSONAL AND PROFESSIONAL STANDARDS  
RHCA CREDIT CARD USE  
POLICY & AGREEMENT**

It is the intent of the Regency House Condominium Association, Ltd, ("RHCA") to strive for the highest ethical conduct from all Officers, Directors, and staff.

**Policy brief, purpose, and scope**

RHCA may, from time to time, provide certain staff members, namely the General Manager, Assistant Manager, and Maintenance Supervisor, with an RCHA credit card ("card") to be used solely for RHCA business-related expenses. Having the card and this policy helps the RHCA to efficiently track and process expenses, makes payments, establish a clear understanding for the use of the card, prevent misuse, and prevent and/or prosecute fraud. To achieve the highest ethical conduct each staff member provided with a card is required to acknowledge (by signing) the following adopted RHCA Credit Card Use Agreement.

**Usage rules**

The card is to be used for RCHA business-related expenses only, shall be kept locked in the office and given to said staff members by the General Manager when needed.

Business-related expenses include:

- Office supplies
- Maintenance supplies
- Food and beverages as needed for an RHCA board-authorized or general manager hosted event.
- Staff team luncheons.
- Floral arrangements for the lobby
- Select business services.

The following are not RHCA business-related expenses and are prohibited:

- Personal non-RHCA board-authorized expenses including, but not limited to, restaurant meals, unauthorized food, drinks, groceries and supplies from grocery stores, gas station/convenience store charges, tickets to sporting and

entertainment events, alcohol, gaming, weapons, pornography or charges related to adult entertainment.

If you have questions or doubt about whether a prospective expense or expenses are permitted, you should refer to this Agreement or contact the General Manager before initiating the transaction.

### **User responsibility**

Document all charges with a signed credit card transaction receipt and submit all receipts to the General Manager within one (1) business day of the transaction. If you lose a receipt, you must inform the General Manager within one (1) business day. If the General Manager loses a receipt the General Manager must inform the Treasurer within one (1) business day.

General Manager: As the person responsible for authorizing and approving credit card invoices, please do so in a timely manner to avoid late fees. If you're consistently responsible for incurring late fees, we may need to subtract them from your salary.

### **Violation**

A violation or violations of this Agreement may result in disciplinary action including, but not limited to, having the permission to use the card terminated, employment suspension, or termination.

By signing this Agreement, you acknowledge that you have reviewed, understand, and will abide by the terms herein.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

March 12, 2023  
RHCA Board of Directors  
Keith Lester, President  
Ralph R. Harast, Jr., Vice President  
Mark Smith, Secretary  
Kent Brown, Director  
Karl Barth, Director