



Title: Corporate Credit Card Usage	Original Adoption: 22 January 2015
Approved by DMI BOD: 22 January 2015	Revised/Reviewed: ---

The Districts Mutual Insurance corporate credit card shall be administered by the DMI President. The corporate credit card shall be used for the purchase of DMI-related expenditures as set forth in this policy.

The DMI President may utilize the corporate credit card for individual expenditures not to exceed \$5,000 including DMI-related travel expenses, office expenses, business meeting expenses, conference registration fees, and/or support service expenses.

The DMI Treasurer will be responsible for reviewing corporate credit card purchases and may periodically report the expenses to the Board.

Any individual expense in excess of \$5,000 shall require the prior approval of the DMI Board Chair.