



The Elkridge Youth Organization, Inc.
P.O. Box 8012
Elkridge, Maryland 21075
www.eyosports.org
Fax: 443-524-9271

To: EYO Credit Card Holder
From: Karen Druffel, Treasurer
RE: Credit Card Policy – revision date 01/01/2011

The purpose of this notice is to issue to you and inform you of the use of an EYO corporate credit card. The issuing of a corporate credit card is a privilege, which may be revoked at any time, and policies must be followed to ensure safe and appropriate use of the card.

Attached you will find your EYO credit card, or you may have already received it. For each charge that you make on it, you will need to send to Finance the receipt and the details of the charge. You may submit this report via email to eyofinance@yahoo.com or fax the report to EYO Finance at 443-524-9271, within 1 week of the end of the statement period (second of the month).

Please be sure all details are included such as date, vendor, amount, expense account (details on next page), business purpose, the sport (details on next page), and if applicable, the special event.

-
- M&T, our credit card provider, has an online website that enables you to monitor your credit card charges and download them for your report. You can also view your statements and see your available credit limit. You can access it at the following URL. You will need to Enroll for an id and password.

<https://www.myaccountaccess.com>

Please reach out to Finance if you have any questions on these details.

Do not use the credit card for any personal charges. If this is done in error, please contact EYO Finance or myself immediately. Contact: eyofinance@yahoo.com or fax 443-524-9271.

Any charges not approved and accounted for within 1 week of the end of the statement period will be considered personal charges and you will be required to reimburse EYO for these charges immediately.

The company credit card can, and will be, canceled or taken from you if personal charges are made or you do not follow the above procedures. Criminal charges will be filed if unapproved charges are made. By activating the card or making charges on an existing card, you are agreeing to these policies and any changes to the policies in the future. If you do not agree to the policies, do not activate the card and return the card to me immediately.

Please contact me with any questions.

Thanks for all your support to EYO!!

Expense Accounts
Advertising Expenses
Books, Subscriptions, Reference
Donated Facilities
Equipment < \$1000
Equipment > \$1000
Field/Equip Rental and Maint
Fundraising Fees
Insurance
Meals
Memberships and Dues
Official Fees
Outside Contract Services
Postage, Mailing Service
Printing and Copying
Registration Fees
Supplies
Training
Travel and Meetings
Trophies, Medals, Awards
Uniforms
Utilities, Rent, Parking

Sport:Type:Special Event
Baseball:Rec
Baseball:Rec:Ripken Tournament
Baseball:Travel
Basketball:Rec
Basketball:Travel
Soccer:Rec
Soccer:Travel
Softball:Rec
Softball:Travel
Tennis:Rec
Tennis:Rec:Washington Kastles
Corporate:Overhead
Corporate:Allocate
Corporate:Banners
Corporate:Golf Outing
Corporate:Scholarship

Please include the sport season such as Spring 2011, Summer 2011, Fall 2011, Winter 2011-12.

For Travel Baseball, please include the name of the Travel team.