

KNIGHTS OF COLUMBUS
1 COLUMBUS PLAZA
NEW HAVEN, CONNECTICUT 06510-3326

MEMORANDUM

TO: State Deputies District Deputies
Grand Knights Faithful Navigators
Financial Secretaries Faithful Comptrollers
Treasurers Faithful Pursers

FROM: Ronald F. Schwarz
Supreme Treasurer

DATE: December 9, 2019

RE: Council Credit/Debit Cards

Councils today want a modern form of payment that enables them to pay expenses in a timely manner. Effective January 1, 2020, councils may vote to obtain a credit and/or debit card in its own name and authorize the Treasurer, Grand Knight, and Financial Secretary (the cardholders) to use the card to pay council related expenses. The Treasurer must be the primary cardholder and be responsible for issuing, replacing and cancelling cards; as well as setting card limits per direction of the council.

All council expenditures must be authorized and approved for payment in accordance with the Laws of the Knights of Columbus. Any expenditure over \$500 must be approved in accordance with Section 122(b) of the Order's Laws.

To ensure accountability and transparency, it is required that the council adopt the attached "Credit/Debit Card Policies and Procedures" and "Cardholder Agreement". Councils may also add additional restrictions to the "Credit/Debit Card Policies and Procedures" that are approved by the majority of its members.

For further guidance on the rules for Councils to hold a credit and/or debit card, please see the Officer Desk Reference (ODR).

These procedures apply to assemblies as well.

cc: Supreme Officer
Supreme Directors
State Officers