

**PRINCE EDWARD ISLAND SNOWMOBILE ASSOCIATION
Directors Calling Card**

1.0 Introduction

- 1.1 This purpose of this policy is to describe the operations related to the provision of telephone calling cards which are provided to PEISA Directors.

2.0 Authority

- 2.1 This policy is authorized by Board of Directors, Prince Edward Island Snowmobile Association, hereafter referred to as the Association.

3.0 Policy

- 3.1 PEISA Directors may request a telephone calling card from the PEISA Board of Directors at a regular monthly meeting.
- 3.2 PEISA Directors issued a telephone calling card are expected to use the telephone calling card for PEISA business, which includes family related telephone calls when travelling on PEISA business.
- 3.3 The PEISA administrator shall maintain a record of all telephone calling card numbers and the name of the Directors to whom the cards were provided.
- 3.4 The PEISA administrator will maintain the monthly telephone bills of all calling cards. The monthly amount of calls along with name of the Director will be included in the financial statements.