

Use of Debit Cards

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- Beginning January 2023, ANC's have the option to obtain debit cards¹ for the purpose of conducting business on behalf of the ANC. ANCs that wish to obtain a debit card must approve this method of payment at a public meeting. The record must also reflect that the ANC agrees to adhere to the guidelines as listed below:
- Debit cards must be issued in the name of the Advisory Neighborhood Commission. If the banking institution is unable to issue a debit card in the name of the ANC, then the ANC is not eligible to receive a debit card.
- The transactions that will be paid by debit card must be approved in a public meeting.
- The public record must reflect the name of the vendor, the amount of the transaction and the purpose of the transaction that will be paid via debit card.
- All debit card transactions must be maintained in the Commission's check register and reported in the monthly treasurer's report and in the Quarterly Financial Report (QFR).
- Receipts must be maintained for all purchases made by debit card and submitted with the Quarterly Financial Report.
- The debit card remains in the possession of the treasurer consistent with the ANC checkbook. The treasurer is responsible for securing the debit card in the same manner as the ANC checkbook.
- ANCs are prohibited from making any cash withdrawals by debit card for any purpose.
- ANCs are prohibited from using a debit card to conduct transactions via CashApp, Zelle, Venmo, Google pay, Apple Pay or any third-party payment platform. PayPal is an acceptable format provided that a vendor submits an invoice through the platform.
- ANCs are prohibited from making any purchases with the ANCs debit card for personal purposes or for other Commissioners personal use.
- The ANC may use a debit card for these purposes:
 - Web-based businesses (i.e. domain registrars, email marketing & newsletters, Zoom accounts)
 - State and federal payroll tax authorities (i.e., Internal Revenue Service, DC Office of Tax and Revenue)
 - Purchase of WMATA SmartTrip cards to be used for ANC related business
 - Web-based business that will not accept a check or cash for payment
 - United State post office boxes or services
 - Office supplies and equipment
 - Cellular phone or business telecommunication services (i.e., Verizon, ATT, T-Mobile)
 - Payroll management services (i.e., PayChex, ADP, etc.)
- Debit cards shall not be used to pay independent contractors or individuals.

¹ DC Code § 1-309.13 (b-1)(1) (2) Advisory Neighborhood Commissions — Funds; audit of accounts; employees; financial reports; publications

- Lost or stolen debit cards must be reported to the OANC and canceled according to bank policy within 48 hours of loss or theft.
- The OANC will withhold an allotment when these guidelines are not followed.²

PNC Bank Informed us Debit Cards have a 24 character limit on the name. Therefore, we will acquire a debit card issued to:

“DC Government ANC 5B”

² § 1–309.15. Office of Advisory Neighborhood Commissions; appointment of Executive Director. (e) The OANC may issue rules to implement the provisions of this section.