



# Memo

**Date:** July 7, 2025  
**To:** Chancery staff  
**From:** Holly Orsagh, director of financial services, Office of Finance  
**Re:** Spend and Expense Charge Card Policy

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A [Spend and Expense Charge Card Policy](#) has been established for Chancery employees. All cardholders are expected to adhere to the policy.

If you currently have a Bank of America (BoA) credit card and have already set up your Spend and Expense card, please submit a request to inactivate the BoA card through the BoA Credit Card Request Form:

<https://app.smartsheet.com/b/form/5327a6c5c5d34231a6aa2112450c8d0e>

Contact [me](#) or [Sue Stanton](#) for more information.

Thank you.