

Use of Church Credit Card

1. Business credit cards shall be issued to full-time ministerial staff on a case by case basis with the approval of the Senior Pastor.
2. The staff member to whom the card is issued will be personally liable for all of the charges to the card.
3. Only church related charges shall be authorized for these cards.
4. In the rare event that a personal expense is inadvertently charged to a card, the person making the charge shall pay this expense directly to the card issuing financial institution before the statement due date for this expense.
5. Card holders will be responsible for accounting for all card charges using the following documentation protocol:
 - a. A receipt for each charge should be kept following a purchase.
 - b. Each receipt shall be attached to a "Church Credit Card Charge" form that shows the date of the transaction, name of the person making the charge, vendor name, budget account number to be charged, amount of charges for each budget account and description of the item or service purchased.
 - c. In the event of a lost or missing receipt the above form shall be completed with a notation that the receipt is missing. This should be the rare exception and not the rule.
 - d. Receipts are desirable but not required for recurring monthly charges that have been previously approved, however a "Church Credit Card Charge" form should be completed for each such charge.
 - e. Staff members shall file receipts with the attached form in a separate folder for each credit card.
 - f. Volunteers may leave receipts with the attached forms on the desk of the financial assistant or supervising staff member.
6. Card holders may allow their personal assistant to authorize purchases on their behalf provided all of the above protocol is followed. In such cases the card holder will be responsible for making sure the proper protocol is followed.
7. Vendor specific cards such at Sam's Club, The Home Depot, etc. may be used by authorized staff and volunteers. Persons who make charges to these accounts shall be responsible for following the above documentation protocol.

