

## Credit Card Usage Policy

\_\_\_\_\_ (“Church”) will issue church credit cards to certain employees for use in their jobs. This policy sets out the acceptable and unacceptable uses of such credit cards.

- Use of church-issued credit cards is a privilege that the Church may withdraw at any time, with or without cause. Upon an employee’s termination of employment at the Church, all cards must be returned to the Church.
- The employee in possession of the church credit card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel. Card numbers may not be distributed and should not be saved in online accounts.
- Any credit card issued to an employee must be used for business purposes only, and for purposes in conjunction with the employee’s job duties. Employees with such credit cards shall not use them for any non- business purpose. Non-business purchases are considered any purchases that are not for the benefit of the Church.
- Business-related expenses, such as food and lodging while on Church-approved business travel, may be purchased on the church credit card as long as these purchases are consistent with the Church’s travel and expense reimbursement policy.
- Any purchases in the amount of \$\_\_\_\_\_ or above must be approved prior to purchase. The employee must submit the purchase request in writing and receive approval in writing before making the purchase. The employee should attach a copy of the purchase approval to the receipt and submit them together when submitting the receipt.
- The employee in possession of the credit card is responsible for receiving, printing, and retaining all receipts related to purchases made on the church credit card. If a receipt is lost, a written description of the items and cost of the purchase must be maintained and submitted in the same manner in which a receipt would be maintained and submitted.
- Receipts need to be submitted within one week of the date of purchase. All receipts should be labeled with a description of what the purchase was for to ensure proper accounting of the purchase. Any receipts for meals or entertainment must be attached to a paper that clearly indicates the names of all persons attending the meal or entertainment and the business purpose of such event.
- If any employee uses a church credit card for a personal purchase in violation of this policy, the cost of such purchase(s) must be reimbursed or will be deducted, in full, from the employee’s future paychecks. If any employee uses a church credit card for a non-personal purchase that is not within the scope of the employee’s duties or the employee’s authorization to make business-related purchases, the cost of such purchase(s) will be the

financial responsibility of that employee unless otherwise expressed in writing by the Rector or Senior Warden. The employee will be expected to reimburse the Church in full for unauthorized purchase(s).

- In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a church credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment.
- This policy will remain in effect as long as employee has a church credit card or until a new policy has been issued and which clearly indicates that it is intended to be a replacement of this policy.

CREDIT CARD POLICY ACKNOWLEDGEMENT

I, \_\_\_\_\_, hereby acknowledge that I have received a corporate credit card. I have been provided with and read the corporate credit card policy, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including cancellation of my card or my termination.

I further acknowledge that I understand that if I make any personal purchases or unauthorized business purchases in violation of this policy, the amount of such purchases is an advance of future wages payable to me, that the Church may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the Church much deduct the balance of the wage advance from my future paychecks until the amount is repaid in full.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Church Representative

\_\_\_\_\_  
date

\_\_\_\_\_  
Printed Name