

## Church Credit Card Use Policy & Procedures

If the church's credit card must be used to make a purchase for \_\_\_\_\_ Church, the credit card will be signed out and returned through the church secretary as follows:

1. The church secretary will give the card user a copy of these procedures prior to signing out credit card.
2. The church secretary will give the card user a copy of these procedures prior to signing out credit card.
3. The ministry lead should have an estimate of the total expense of the purchases they are requesting **PRIOR** to requesting the card. The card cannot be taken for open ended purchases.
4. If the requested charge amount exceeds \$\_\_\_\_\_, approval must be received by the Pastor prior to card purchase.
5. The church secretary will compare the estimated expense with the remaining credit available for the billing period. If sufficient credit is available, the card will be assigned to the Ministry Lead.
6. The card user will sign/initial the credit card user log and the church secretary will enter the out date in the log when the card is picked up.
7. The card user will be given the credit card and an Expense Record form. The card must be returned within 7 (seven) days of the date it is signed out along with marked receipts and an Expense Record form with a complete description of the items purchased and the ministry for which the purchase was made.
8. When the credit card is returned:
  - a. The church secretary will initial and date the credit card user log to record the return.
  - b. The church secretary will initial the credit card user log to record receipt of the completed Expense Record form.

### Notes:

- Please protect the church credit card as you would your own. Do not leave it unattended and ensure that it is returned promptly after use. Multiple ministries require the use of this resource so please be a good steward of this benefit.
- Phone and web orders will require a receipt. Let the church secretary know via email or phone of the charges so a notation can be made that the printed or written receipt is pending.

Failure to follow these guidelines may result in revocation of church credit card usage rights.