

The Huntington Chapel Credit Card Policy & Procedure

Policy

1. Possession and use of church credit cards is a privilege.
2. Church credit cards should be used for ministry expenses only and never for personal ministry expenses or for personal expenses.
3. Proper use of church credit cards and expenses accounting represents good stewardship. Please make every effort to use your card responsibly, to follow the procedures outlined below, and to make purchases with sensitivity to your ministry's budget.
4. Failure to use the card responsibly or to follow the procedures outlined below shall result in the loss of the credit card. No exceptions.

Procedure

1. All church credit card purchases, whether via telephone, Internet, or in-person purchase, that exceed \$100.00 require approval in advance of the purchase by the church treasurer or head of the finance committee. Approval after-the-fact will not be accepted.
2. Receipts for any credit card purchase should be turned in to the church office within one (1) week of purchase and made available to the person who has check writing and signature authority.
3. When turning in receipts, please attach each receipt to an expense report, or specify the account to be charged on the receipt and purpose of the purchase.
4. Following the receipt of the monthly credit card statement, if any receipt is outstanding, you will receive a copy of the credit card statement with non-receipted items highlighted. The missing receipt(s) shall be turned into the Business Administrator's office within one (1) week of this notice.
5. If you are unable to locate any receipt(s), the amount will be deducted from your paycheck or you may write a check to The Huntington Chapel until the receipt is found, unless exempted by the church treasurer or head of the finance committee.
6. Continued delinquency of turning in receipts or failure to get authorization in advance of purchases will result in loss of card.
7. Any problems regarding inappropriate charges, errors in billing, etc. against your card are the responsibility of the card holder to resolve and/or reimburse.
8. Lost or stolen cards shall be reported **immediately**; first to TD Bank and then to the church office.

I agree to the above credit card policy and procedures: Print name: _____

Date: _____

Signature: _____