

# Employee/Volunteer Credit Card Guidelines

- ✚ It is the responsibility of the Finance Committee to approve all cardholders and to determine the appropriate limits for each card.
- ✚ A Pastor should never sign to initiate a credit card for anyone on an account.
- ✚ The Card should be used only for official Church business, never personal expenses.
- ✚ Credit Card statements should be mailed to the Church directly, not to an individual's address.
- ✚ All Credit card charges should be substantiated by receipts and be attached to the statement.
- ✚ A Church leader must approve the expenses then the bill should be forwarded to the Treasurer to be paid.
- ✚ No one may approve their own charges.
- ✚ The Conference highly recommends that the balance be paid on time and in full every month so as to avoid late fees and accrued interest.
- ✚ The Card must be surrendered upon termination of employment to the Finance Committee who should cancel and destroy the card.
- ✚ It is recommended that the person who destroys the Card should not be the same person as the person who cancels the Card.
- ✚ It is recommend not having the pastor serve as the primary is a good practice but whoever serves in that capacity, the church needs to assume full responsibility for the account(s).
- ✚ The Church may want to consider running a credit check on all employees before issuing a credit card to them.

## Employee/Volunteer Credit Card Agreement

I, \_\_\_\_\_, understand and acknowledge that the credit card provided to me by \_\_\_\_\_ is for business purposes only and that personal use is strictly prohibited. I will submit receipts for all purchases charged to the Card, referencing the appropriate account code as purchases are made to ensure proper accounting and control procedures can be maintained.

I agree to reimburse the Church for any unauthorized purchases I make using the Card. I hereby authorize the Church to deduct from my wages any and all amounts due by me to the Church for unauthorized purchases I make using the Card, if charges are not reimbursed by me immediately or an alternate plan for payment made.

In the event that the Card is lost or stolen or there are fraudulent charges, I understand that it is my responsibility to report it immediately to the Credit Card Company and cancel the Card.

I also understand that the Card is the property of \_\_\_\_\_ Church and must be returned to the Finance Committee upon separation from the employment of the Church.

\_\_\_\_\_  
Employee/Volunteer Signature

\_\_\_\_\_  
Date