

Christ Lutheran Church

Personal Use Credit Policy

Revision 1

Purpose:

1. To allow ministry personnel access to efficient and alternative means of payment for approved expenses, especially expenses related to business travel and office supplies.
2. To improve managerial reporting related to credit purchases.
3. To improve efficiency and reduce costs of payables processing.

Responsibility: The Finance Committee shall review any personal use credit and report misuse and abuse to Church Council, who shall be responsible for enforcement and penalties.

Policy:

1. Credit Purchases is defined as credit card purchases, vendor credit purchases, or any other purchase that can be made on account.
2. Ministry credit cards will be issued to staff and select lay leaders upon recommendation of the Finance Committee and approval by Executive Committee.
3. Credit cards will only be used for business purposes. Personal purchases of any type are prohibited. Purchases for any items deemed inconsistent with the values of the ministry are prohibited.
4. Cash advances on credit cards are *prohibited* without written permission from the Executive Committee.
5. Authorized users will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit privileges and/or disciplinary action.

Procedures

1. Credit cards may be requested for prospective cardholders by written request to the congregation treasurer.
2. Detailed receipts must be retained and attached to the credit card statements per the Bill Payment Procedure.
3. Monthly statements, with attached detailed receipts and corresponding account number, must be submitted to the accounts payable clerk within seven days of receipt of the statement to enable timely payment of amounts due.
4. All monthly statements submitted for payment must include the initials of the cardholder, the signature of the approving Council member and the date of approval.

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5. Authorize users should make every effort to ensure that purchases do not include sales tax. Tax-exempt certificates are available through the administrative office. Sales tax may be paid for minimal expenditures from one-time vendors who refuse the exemption, but sales taxes should not be paid (select another vendor) where the purchases are for more substantial expenditures or are repetitively incurred.
7. The Congregation Treasurer shall approve a payment to the entity issuing the credit card when all transactions have been verified.

Revision History:

Revision 1: Approved July 9, 2013