

The Austin Stone Community Church

Ministry Credit Card Policy

I. OVERVIEW

The Austin Stone Community Church [referred to as “church” below] provides ministry credit cards which are meant to allow employees, shared staff, and residents [collectively referred to as “staff member” or “cardholder” below] access to efficient, flexible, and alternative means of payment for approved ministry expenses. This Ministry Credit Card Policy serves as the church’s guidelines for all staff members who are issued a ministry credit card. This policy communicates the church’s expectations and process for the issuance, application, use, safeguarding, payment, and termination of the ministry credit card issued by the church. Staff members and their Department Leaders are responsible for ensuring that they follow this Ministry Credit Card Policy, and take appropriate measures to minimize the risk of fraudulent or corrupt credit card use.

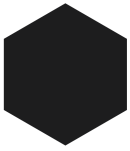
II. ELIGIBILITY & APPROVAL

1. ELIGIBILITY.

The church maintains a ministry credit card program for staff members who will regularly incur business expenses in the course of their ministry responsibilities. In order to be eligible, the staff member must frequently incur business-related expenses of a kind appropriately paid by credit card.

2. APPROVAL.

Staff members seeking a ministry credit card should contact the Finance Team, who will share the process to obtain a ministry credit card. This process will include the approval of the staff member’s Department Leader and the Finance Team.



III. PROCEDURES & POLICY

3. USE AND FINANCIAL RESPONSIBILITIES.

The staff member agrees to comply with all applicable policies and procedures of the church and this Ministry Credit Card Policy. **The ministry credit card is to be used ONLY for official church expenditures, not personal expenses.** The staff member is responsible for ensuring that the credit card purchases are within budget and properly approved, and for collecting the appropriate documentation to be submitted for each transaction as described in section 5. The Austin Stone Community Church will pay for the total balance by the payment due date each month for each organization-approved charge by the staff member.

4. CREDIT SPENDING LIMITS

Each credit card has a pre-set spending limit that is determined during the staff members meeting with the Finance Team. In general this limit will be between \$500-\$1,000 per day, but different limits may apply based on the individual role and intended spending. This limit will be set at the discretion of the Finance Team, and can be adjusted by the Finance Team as needed.

5. RECEIPTS AND EXPENSE REPORTS

Staff members must adhere to all of the normal documentation required for expense reimbursements as described in the church's accountable reimbursement policy. If proper substantiation cannot be provided for a charge on the church's credit card, the staff member may have to pay the church back for the purchases.

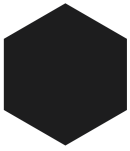
Expenses must be submitted within seven (7) days from the time the expense was incurred.

6. CREDIT CARD VIOLATIONS AND CONSEQUENCES

Things this ministry credit card is not intended for:

- Obtaining cash advances
- Allowing unauthorized users to use the ministry credit card
- Personal transactions
- Exceeding the credit card limit





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- Not returning the credit card when a staff member is reassigned, terminated, or at the request of the finance team.

Use of the church's credit card in any of the ways above could result in the cancellation of the card, withdrawal of ministry credit card privileges, and in extreme cases, disciplinary action. However, in all cases of breach, the church will consider the facts and circumstances of each incident, and will take action as deemed appropriate. The Austin Stone Community Church reserves the right to recover any monetary considerations from the cardholder.

7. OWNERSHIP AND CANCELLATION OF THE CREDIT CARD

The ministry credit card cannot be transferred, assigned to, or used by anyone other than the designated staff member. In addition, the staff member is accountable for all activity on the ministry credit card. The church may suspend or cancel cardholder privileges at any time for any reason. The staff member must return the credit card upon request to the Finance Team. The credit card must be returned to The Austin Stone Community Church within the last week of a staff member's employment or assignment to the church, and the staff member must reconcile all expenditures on the credit card since the last credit card statement. It is the responsibility of the departing staff member and their Department Leader to ensure that the account is settled prior to departure.

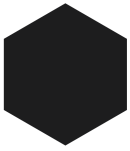
8. DISPUTED ITEMS

While the Finance Team will be available to assist a staff member when issues arise, it is the staff member's responsibility to follow-up on any erroneous charges, returns, or adjustments to ensure proper credit is given on subsequent statements. Disputed transactions must be resolved with the card issuer and the bank by the cardholder. The staff members must notify the bank immediately for resolution and the Finance Team should be informed as well.

9. PROTECTING THE CREDIT CARD

Lost or stolen cards must be reported immediately to the church's Finance Team within two (2) business days of this activity, or in the instance of loss or theft while conducting ministry overseas, must be notified within two (2) business days of returning to the official place of business.



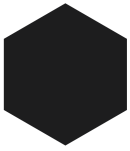


10. SAFEKEEPING

Newly issued cards need to be signed immediately by the staff member upon receipt. When using the card for approved internet transactions, care should be taken that the site utilizes recognized encryption technology. Card numbers should not be saved or stored in online accounts. When the ministry credit card has expired and/or a staff member has received a new ministry credit card, the staff member should bring the old card to the Finance Team for proper disposal.

11. CONTACT INFORMATION

For any issues, comments, or questions regarding this Ministry Credit Card Policy, please contact The Austin Stone Community Church's finance team at accountspayable@austinstone.org at 500 E. Saint Johns Ave, Austin, TX 78752.



The Austin Stone Community Church

Ministry Credit Card Agreement

I, _____, hereby acknowledge receipt of the following credit card:
VISA / 0000 - 0000 - 0000 - 0000 on Month Day, Year.

I acknowledge the receipt of this card means that I have been entrusted with church resources to steward in a way that honors God and follows the current laws. I understand that improper use of this card may result in the action outlined in the preceding Ministry Credit Card Policy, as well as the potential for personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this policy, including the attached Ministry Credit Card Policy.

I acknowledge that I have read and understand the Ministry Credit Card Policy above. I understand that by using this card, I will be making financial commitments on behalf of The Austin Stone Community Church and that the church will be liable to Emburse LLC (Credit Card Company) for all charges made on this card.

As a holder of this ministry card, I agree to accept the responsibility and accountability for the protection and proper use of the card. I will return the card to the Finance Team, upon request, during the period of my employment. I also agree to return the card immediately upon the end of employment or assignment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, the church will be entitled to reimbursement from me of such purchases. The Church shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Cardholder:

Printed Name: _____ Signature: _____

Department Leader:

Printed Name: _____ Signature: _____

