

## Credit Card Usage Agreement

Name on credit card: \_\_\_\_\_

Credit card # \_\_\_\_\_ . Exp. \_\_\_\_\_

By signing this document, I agree to the following provisions in using the credit card issued to me by Christ Community Church of San Diego through U.S. Bank:

1. The credit card is for church business.
2. Amount charged must be provided for within the church budget and approved by the ministry leader responsible for the line item. I understand that even if the credit limit on the card exceeds the budget entry, I am not authorized to exceed the approved budget. I commit to being a good steward of the church's finances.
3. Upon the church's request or upon termination of employment or my current volunteer position at the church, I will surrender any credit cards in my possession.
4. I understand that an expense sheet must be turned in for all expenses purchased on my church credit card, including all receipts. These expense sheets must be turned in within 7 days of purchase.
5. I understand that I can make purchases up to \$\_\_\_\_\_ on my church credit card due to Trustee established limits.
6. I understand that if I do not follow the above agreed to guidelines, my credit card will be cancelled and/or I will be personally responsible for the charges made on my credit card.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date