

Credit Card Policy

The church credit card is issued to the church administrative assistant. The administrative assistance has the following responsibilities:

1. Report lost, stolen, or otherwise compromised cards to the Finance Committee immediately upon discovery or reasonable suspicion of loss or compromise.
2. Control the use of the credit card and insure it is used only for church business.
3. Insure purchases do not exceed the allowable credit limit.
4. Obtain receipts for all purchases and promptly submit them to the church bookkeeper, preferably on the day of purchase.
5. Note on each receipt which budget line item the expense should be charged to.
6. Obtain the appropriate approval for purchases from the person responsible for the affected budget line (see Church Purchasing Policy).