

**Salem Baptist Church
Purchasing Card Agreement**

Information Required Prior to Check-out:

Ministry / Department Name

Ministry Chair

Phone

Email

\$

Date of Check-out

Est. Date of Return

Max Amount Requested to Spend

Purpose of check-out / Event on Calendar

Information Required When Turning in Card:

- Receipts for all transactions, showing:
 - The detail of each transaction (itemized list of goods/services; includes itemized restaurant receipts),
 - A detailed description/explanation of the charge,
 - The printed name of the person who made the charge,
 - Ministry the charge is to be applied to
 - NOTE: Barring extraordinary circumstances, transactions for which no receipts are provided will be your personal responsibility

TEMPORARY CARDHOLDER AGREEMENT

I, the undersigned, agree that I will:

1. Use the purchase card only for ministry related purchases authorized by my ministry committee
2. Obtain the best value for the Church before making a purchase,
3. Under no circumstances use the card for personal or other non-Church related purchases,
4. Authorize the Church to bill me personally for any personal or other non-Church related charges
5. Reimburse the Church for any personal or other non-Church charges, whether by payment or payroll deduction,
6. Keep the card in a secure location at all times
7. Prohibit use of the card by other individuals,
8. Obtain necessary and complete documentation for all card transactions,
9. Present all necessary documentation to either the Pastor or Treasurer in an orderly fashion when returning the card, or receipts to be provided within 7 calendar days
10. Ensure all refunds are credited directly back to the card (cash refunds/store credit should never be accepted),
11. Immediately report a lost or stolen card to the card-issuing bank and Salem's Treasurer
12. Work with the Treasurer to resolve any disputes that arise from my use of the card or from card loss/theft while the card was in my possession, and
13. return the card to the pastor or treasurer upon completion of the above-named task/purpose, for others to use,

I further understand and agree that violation of the policies contained in the Policy may result in a reduction or revocation of my cardholder privileges and/or other disciplinary action.

Name (printed)

Email

Phone

Signature

Date

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MINISTRY/DEPARTMENT CHAIR AUTHORIZATION AND SPENDING LIMIT:

Name (printed)

Phone

Email

After reviewing the request above and verifying that the department/organization listed has funds available to cover the expenses, I authorize the above-named person to check out the debit card. The Maximum amount authorized for spending: \$_____

Signature

Date

PASTOR/CHAIR of DEACONS/BUDGET & FINANCE CHAIR

I, on behalf of Salem Baptist Church, have reviewed the request above and authorize issuance of a check-out card as requested(answering the question: are funds are available in the Budget).

Signature

Date

Check-Out Date: _____	Last 4 Digits of card: _____
Check-in Date: _____	Receipts Provided: YES / NO
Amount of Receipts: _____	
Date Receipts given to Treasurer: _____	