

Valley Unitarian Universalist Congregation

CREDIT CARD & DEBIT CARD POLICY

1. Personal items may not be charged at any time for any reason.
2. There will be NO cash withdrawals.
3. There are two church credit cards issued with our current Banking Institution (Gateway Bank). Each card has a monthly credit limit of \$1,000

- (a) One will be held by and used only by the Senior Minister.
- (b) One will be held by and used only by the Director of Lifespan Religious Education.

4. Statements will be given to card holders immediately after they arrive in the mail at the church office. Each credit card user is responsible for attaching matching receipts for each charge to their statement and turning it in to the bookkeeper. The receipt will indicate what category the expense should be charged to. If the expense is to be split between two or more expense categories, the expenses should be split before submitting to the bookkeeper. (This documentation and receipts should be turned back in to the bookkeeper within ten days from receipt of the statement.)

All persons making online and/or telephone purchases charged on credit card must notify the bookkeeper by email immediately after transaction. Information must include name of vendor/supplier, amount of charge, and account to be charged. This will act as receipt for the credit card purchase.

5. The debit card is locked in the bookkeeper's office. Use of the debit card needs pre-approval of the bookkeeper before the card is given to the user for a one time use. The card is then locked back in the bookkeeper's office. The person making a debit card purchase needs to supply the bookkeeper with an online email receipt immediately after the transaction. Information must include name of vendor/supplier, amount of charge, date, and account to be charged.
6. Misuse of the card:
  - (a) First offense – verbal warning
  - (b) Second offense – card surrendered for one month
  - (c) Third offense – card surrendered for twelve months
7. Detailed receipts are required for each purchase. Please keep careful track of your receipts as to not lose them. Repeated submission of monthly expenses without all supporting receipts constitutes misuse. In cases where a receipt is lost, please complete a "Missing Receipt Form" detailing the purpose, date, amount and detail of the item in question (cost of item, tax, or tip if applicable and name of the store).

8. Credit limits must be respected. Over-limit charges come from the individual card holder's ministry if the over-limit charges are the card holder's fault.
9. Lost or stolen cards must be reported immediately.
10. The Senior Minister (or Board President in the case of the Senior Minister's credit card) will enforce these policies. The Finance Committee will periodically review statements to ensure that documentation and credit limits are followed.
11. Each card holder will sign a copy of this policy at the time credit card is issued.
12. The bookkeeper shall be responsible for maintaining records of all cards.

I have read the Church Credit Card and Debit Card Policy. I understand and agree to abide by the terms.

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Name

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Date

Valley Unitarian Universalist Congregation  
[www.vuu.org](http://www.vuu.org)  
480-899-4249

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**MISSING RECEIPT FORM**

I am requesting reimbursement for the following expenses for which the itemized receipt(s) are unavailable for my accounting.

Name \_\_\_\_\_

Reason for Missing Receipt \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Amount \_\_\_\_\_

Merchant/Payee Name \_\_\_\_\_

Street/City/Zip \_\_\_\_\_

Description of Expenditure \_\_\_\_\_

\_\_\_\_\_

By signing below, I am certifying that the above amounts are appropriate ministry expenses incurred by me.

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

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