Policy 420

CREDIT CARD POLICY First Christian Church, Corvallis

It shall be incumbent upon the credit cardholder to recognize and agree to abide by all the terms and conditions as set forth herein and to help minimize risk inherent in the use of credit cards.

<u>Authorized Users:</u> Only the ministers of the congregation, the Office Manager and the Treasurer may be designated as authorized credit card signers.

<u>Authorized Usage:</u> No personal items other than those related to an expense account may be purchased with a credit card.

- Credit cards may be used only for materials & supplies not otherwise obtainable in a timely fashion through regular channels of purchase. Each cardholder shall monitor the use of the credit card under his/her authority and enforce all administrative rules regarding purchases and purchasing practices. NOTE: No single charge may exceed \$299 without previous authorization by the Finance Cabinet.
- 2. Credit cards may be used for travel-related costs. If the credit card bears an individual's name, it may not be loaned for use to anyone else.
- 3. Upon using a credit card, the original charge slip or computer printed receipt will be placed in the Treasurer's mailbox with the fund to be charged noted.
- 4. It will be the responsibility of the cardholder to pursue and correct any discrepancies between the monthly billing total and the receipts total and to reimburse any difference between allowable costs and charges (e.g., excessive meal costs).

Credit Card Limit: There may be a credit card limit designated by the Finance Cabinet.

<u>Payment Process</u>: The Treasurer will process and pay the total shown on the credit card billing statement.

<u>Fiscal Year:</u> All credit card expenditures incurred within a fiscal year will be paid from said fiscal year budget.

<u>Additional Fees:</u> Cardholders will be solely responsible for immediately reporting any lost or stolen credit cards. All expenses or charges incurred because of lost or stolen cards will be charged to the responsible person.

CREDIT CARD APPLICATION

any use of the credit cards which are issued to	nd Conditions. I hereby accept full responsibility for on the First Christian Church, Corvallis in my name. It is and Conditions may result in the suspension of
Credit Card	Credit card number

Cardholder date
Adopted May 10, 1999
Amended by Finance Cabinet, March 13, 2023
Adopted by the Board, April 3, 2023

date

Vice President of Finance