

SDA CHURCH

Debit/Credit Card Use Policy

1. Personal items may not be charged at any time for any reason.
2. There will be no cash withdrawals.
3. Only pre-approved ministry-related items are appropriate to be charged.
4. Purchases exceeding \$_____ need prior authorization signed by _____.
5. Statements will be given as soon as they arrive at the church. Each cardholder is responsible for attaching matching receipts and invoices for each charge to their report before submitting it for approval. All documentation and receipts should be turned in in the order corresponding to the statement by the _____ of the month.
6. Detailed receipts are required for each purchase. Please keep careful track of your receipts as to not lose them. Repeated submission of monthly expense reports without all supporting receipts constitutes a misuse of your responsibility. It may result in loss of card or ministry position. 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.
7. Lost or stolen cards must be reported immediately.
8. The church treasurer will enforce these policies. The church treasurer will review statements to ensure that documentation properly submitted, and policy followed.
9. Each cardholder will sign a copy of this policy at the time the card is issued.

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

Name

Date