**Policies and Procedures**

**Credit Card Purchasing**

**XYZ Baptist Church**

**January 1, XXXX**

1. Effective 00/00/00, personal credit card reimbursements / payments will no longer be available.
2. Church VISA cards will be issued for each program ministry.
3. Use of the church issued VISA cards
4. The attached payment voucher with appropriate line item assignment shall be completed and signed for payment of each monthly statement of charges.
5. The payment voucher is due 5 days after receipt of statement
6. If voucher is delinquent, all statements will be paid by the Finance Office thereafter with line item assignment made by the pastor for admn. Adjustments to line items will be made the next month when proper voucher is received.
7. The above procedures are instituted to avoid late charges and interest for unpaid balances.
8. Lost and/or stolen cards are the responsibility of the program ministry and should be reported to the Finance Office immediately.
9. Documentation required
10. All receipts for charges made shall be attached to all payment vouchers
11. When entertaining, names of individuals are to be written on the receipt.
12. Gratuities of no greater than 15% are approved.
13. Packing slips, internet order confirmation notices, and other supporting documentation should be included with payment voucher as a receipt for use of card.
14. Travel expenses
15. Air tickets for coach fare only.
16. Spouse expenses must be pre-approved by executive pastor.
17. Card use for convention / meeting expenses shall be applied to pre-approved convention / meeting line item in personnel budget and noted as such on monthly payment voucher.
18. The Finance Ministry Team does not approve of the use of church credit cards for the attainment of personal frequent flier miles, travel points, or rebates other than those that can be turned in to the church for use by the church.
19. Monthly statements will be reviewed by the pastor for admn and the executive pastor.
20. Abuse, if any, of the use of the church issued credit card shall result in the surrender of the card, with no reimbursement for use of personal credit cards.