

Church Funds/Corporate Credit Card

I. Corporate Credit Card

A corporate credit card account is available for use by the Office Manager and the Youth Minister whose responsibilities require the purchase of items that can only be obtained by the use of a personal credit card and that would impose a financial burden on the individual while awaiting reimbursement. All credit card purchases are monitored by the Office Manager. The maximum amount for this card is set at \$5,000.00.

II. Procedure

A. Office Manager

1. The Office Manager places all orders with the use of the corporate credit card for staff/laity when the following conditions exist:
 - a) The supplier does not offer a corporate account for billing; and,
 - b) the best price for the item is available through on-line or catalog/telephone purchase; and/or
 - c) the cost of the item is \$100.00 or more.
2. Staff/laity who wish to charge purchases to the corporate credit card do so by completing the purchase order requisition form and giving it to the Office Manager with the proper documentation.
3. The Office Manager gives the documentation for the purchase to the Treasurer within three (3) days of the credit card transaction.

B. Treasurer

1. The Treasurer is responsible for paying the credit card bill so that carry over finance charges are not incurred. Every billed transaction is matched by a paper trail to the purchase order/transaction information supplied by the Office Manager.
2. Transactions that cannot be reconciled are brought to the attention of the Office Manager for reconciliation.

III. Statement of Purpose

The corporate credit card is for limited use by the Office Manager and the Youth Minister on behalf of staff/laity to purchase items that would otherwise require the use of a personal credit card and that would impose a financial burden on the individual while awaiting reimbursement. The Office Manager transacts all credit card purchases, not to exceed the maximum amount of \$5,000.00.