

# North Cape Lutheran Church

## Policy and Practice No 3-10: Credit Card Usage

**Date Accepted:** April 14<sup>th</sup> 2016

**Date Revised:** \_\_\_\_\_

### **Policy Statement:**

North Cape Lutheran Church will issue and manage Credit cards for approved ministry programs and budgeted expenditures. The intent of this policy is to properly manage, track and improve processing of all church expenses.

### **Practice:**

Use of the church issued credit cards:

1. The attached Expense Reimbursement Voucher Form with documentation and receipts shall be completed and signed for payment of each monthly statement of charges.
2. Credit Card maximum single expenditure per purchase without prior approval is \$1000. If a single expenditure of more than \$1000 is required, written approval from the Treasurer and/or President of the Board is required in advance. Email is acceptable with a 24 hour response expectation.
3. Following church spending guidelines expenditures over \$2500 and not currently budgeted require approval of the Church Board. Expenditures unbudgeted above \$10,000 require congregational approval.
4. The payment voucher is due 7 days after expense is incurred.
5. If voucher is late or delinquent, adjustments to line items will be made the next month when proper voucher is received. All credit card statements will be paid by the Treasurer.
6. The above procedures are instituted to avoid late charges and interest for unpaid balances.
7. Lost and/or stolen cards are the responsibility of the church and should be reported to the Treasurer+ immediately.

### **Documentation required**

1. All receipts for charges made shall be attached to the Payment Voucher reimbursement form with card statement monthly.
2. When entertaining, names of event participants/ individuals are to be written on the itemized receipt and include notations on reason for expense, location, date, etc.
3. Gratuities of no greater than 20% are reimbursed.
4. Packing slips, internet order confirmation notices, and other supporting documentation should be included with payment voucher as a receipt for use of card.

### **Travel expenses**

- Air travel tickets for coach/economy fare are reimbursed only.
- Personal usage of Church Credit Card is not recommended. However, at times due to certain travel situations, this may happen and reimbursement should be handled within 30 days of the incurred expense. A payment for reimbursement to the church should accompany the expense report or reimbursement form.
- Card use for convention / meeting expenses shall be applied to pre-approved convention / meeting line item in the appropriate personnel budget and noted as such on monthly payment voucher.
- The Accounting 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. Nor should the church expenditures be used for personal credit card travel points, rebates, etc.
- Monthly statements will be reviewed by the Pastor and Treasurer.
- Abuse of the use of the church issued credit card shall result in the surrender of the card. No reimbursement will be approved for use of personal credit cards on church expenses for those with church authorized credit cards.

**Expense Reimbursement Voucher Form**

Today's Date: \_\_\_\_\_

Expense Date/Month: \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

Purpose of Requested Reimbursement (Travel, etc):  
\_\_\_\_\_

Description of expenditure or item(s) purchased:  
\_\_\_\_\_

Committee/Function: \_\_\_\_\_

Church Account Fund is requested from \_\_\_\_\_  
\_\_\_\_\_

Signature of Requestor for Reimbursement  
\_\_\_\_\_

Signature of approval for Church fund budget owner impacted by expenditure  
\_\_\_\_\_

I acknowledge that this request for reimbursement is accurate and reflects the policy and financial expectations of the North Cape Lutheran Church (One signature required)

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

Amount Paid \$ \_\_\_\_\_

Check Number# \_\_\_\_\_

\*\* Church secretary files and keeps record for three years and routes as appropriate