

A. Title: Church Credit Cards

B. Purpose:

The church realizes several benefits when using credit cards for purchasing its supplies. The use of credit cards requires supporting accounting procedures and controls for minimizing risks. This OPS provides policies and procedures for administration of the church's credit cards and minimizing their risk.

C. Policy:

1. ADMINISTRATION

- a. The Administration Committee is responsible for this Operations Policy Statement (OPS).
- b. Items purchased for the church and its programs should preferably be billed to the church by the vendor providing a Vendor Invoice and payment made in accordance to the vendor's terms. If the vendor does not offer billing, payment may be made by using a church credit card.
- c. Credit cards will be acquired by the Church Administrator for church-authorized purposes having the Administration Committee-approved limits.
- d. Church credit cards may be issued to staff members, ministry leaders and church members according to the approvals and controls specified in this OPS.
- e. Original Transaction Documentation for purchases must be submitted, and payment made according to the provisions in G.3 Process.
- f. A minimum of two FPC credit cards shall be available for general use (checked out from Church Administrator).
- g. User-Named Credit Cards (cards having the name of the user embossed on it) may be acquired when justified.
- h. The payment of each monthly Statement of Account shall be processed according to procedures in G.3.

2. UNAUTHORIZED CREDIT CARD USE

- a. The FPC Credit Card shall **not** be used for the following:
 - i. Any commodity or service not expressly authorized by these policies and procedures.
 - ii. Any non-FPC business.
 - iii. Personal purchases, entertainment expenses, meals, and travel expenses.
 - iv. Purchases by Cardholder for family members or friends.
 - v. Cash Advances.
- b. A Cardholder transaction that fails to comply with permissible use of an FPC Credit Card will qualify as is an unauthorized purchase and will be borne as a personal expense by the Cardholder.
- c. A Cardholder who makes unauthorized purchases or carelessly uses the FPC Credit Card will be liable (without the option for reimbursement) for

the total dollar amount plus any administrative fees charged by the bank or other associated costs in connection with the misuse. Any Cardholder who incurs two (2) unauthorized purchases and/or failures to follow these procedures within a twelve (12) month period may have the card revoked by the Administration Committee. Any Cardholder who is an employee may also be subject to disciplinary action, up to and including termination of employment.

3. CARD SECURITY

- a. It is the Cardholder's responsibility to safeguard the Credit Card and account number/PIN. The Cardholder must not allow anyone to use their account number/PIN. A violation of this provision by any Cardholder who is an employee may be subject to disciplinary action, up to and including termination of employment.
- b. If the Credit Card is lost or stolen, the Cardholder shall immediately notify the Church Administrator who in turn will notify the Administration Committee Chairperson and cancel the credit card account.
- c. Failure to immediately notify the Church Administrator in the event of a lost or stolen Credit Card may result in credit card revocation and disciplinary action.

4. SURRENDER OF CARD.

If any Cardholder who is an employee terminates employment with FPC, the Cardholder shall surrender the Credit Card to the Church Administrator three days prior to the last day of employment. A volunteer who no longer has the responsibilities that resulted in issuance of such card will surrender the card when such change occurs.

D. Definitions: See MOO Glossary for definitions of italicized underlined terms in this OPS.

F. References:

- OPS 08.04 Requesting Payments – Cash Disbursements