

#2.5

CREDIT CARDS

PURPOSE: To establish a Credit Card Policy and Procedure to meet financial and auditing standards.

POLICY: The control and use of Chapel by the Sea credit cards is limited to Staff, Elders and Volunteers.

PROVISIONS:

1. The Office Administrator shall be responsible for the control and use of Chapel by the Sea credit cards.
2. The credit cards shall be kept in the safe when not being used for authorized purchases. 7/11 gas credit card excepted.
3. Credit cards must be returned and placed along with pertinent receipts in the Drop Safe within 36 hours of use.
4. Credit cards will only be used for church purposes. Personal purchases of any type are not allowed.
5. Any single purchase greater than \$200 shall require prior approval.
6. Cash advances on credit cards are not allowed.
7. Cardholders should make every effort to ensure that purchases do not include sales tax. Tax-exempt certificates are available from the Office Administrator.
8. See also, Policy & Procedure #2.4 (Open Credit/Vendor Accounts).

RESPONSIBILITY: Control and reconciliation of credit card use resides with the Office Administrator.