

## St. Andrew's Lutheran Church Credit Card Policy

Last Modified: 12/09/14

### Objective

St. Andrew's Lutheran Church shall have a credit card for use by its staff, committees and ministries to efficiently pay for expenses which support the missions of the church.

### The purpose of this policy is to:

1. Ensure that usage of the credit card is carried out appropriately
2. Guard against any possible abuse of the credit card
3. Ensure that completed vouchers are ready for payment before the credit card bill comes (the bill comes the first week of each month)

### Policies

1. Only expenses directly related to St. Andrew's Lutheran Church, its committees, or ministries may be charged to the credit card. The Treasurer should be contacted if there are questions of the appropriateness of use of the credit card for an expense. The Treasurer may seek advice of the Executive Committee or Council.

2. Personal purchases of any type are not allowed.

3. The credit card must be checked out from, and returned to the office administrator. Please see CREDIT CARD CHECKOUT PROCEDURES.

4. Up to two credit cards will be available for use. The credit card should be returned with receipts by the following business day (unless other arrangements have been made with the office prior to use). **THIS IS IMPORTANT – IT AVOIDS DELAYS IN CREDIT CARD STATEMENT PAYMENT.**

5. If a credit card is used for an out-of-town business trip:

- a) Only one card will be allowed to be used out-of-town at one time. It is the responsibility of the staff member, ministry or committee to obtain approval from the Treasurer at least 10 days prior to departure. The Treasurer may e-mail approval to the office administrator. If the Treasurer is not available, the President may give approval. Out-of-state travel may require the Treasurer to call the credit card company to assure the card will not be rejected.
- b.) The credit card should be returned the following business day. All all receipts and vouchers are to be turned into the office administrator within three business days following return unless other arrangements have been made prior to the trip.

NOTE: For both in-town and out-of-town use, the determination of "other arrangements" is left to the discretion of the office administrator and/or the Treasurer. Anyone requesting use of one of the church's credit cards does so with the expectation they will comply with return and documentation requirements outlined in this policy.

6. Lost or stolen cards should be reported to the office administrator (515-292-2131) or Treasurer immediately.

7. Any other questions related to the credit card or its usage should be directed to the Treasurer.

**Failure to follow this policy may result in your loss of use of the credit card.**

## **CREDIT CARD CHECKOUT PROCEDURES**

### **Standard Procedure**

The standard procedure to obtain or return a church credit card is to check it out during regular church office hours.

### **Alternative Procedure**

In circumstances in which the individual seeking use of a church credit card is unable to come in during church office hours, the individual may contact the Treasurer, President, Vice President or other Stewardship and Finance designated person to arrange a time to meet at the church. There is no guarantee when these people will be available – please make arrangements as far in advance as possible. The normal checkout process will be followed.