

## CREDIT CARD POLICIES AND AGREEMENT

Regular, full-time employees may be issued a business credit card with written approval from the Pastor. Any credit card the Parish issues to an employee must be used for parish business purposes only, in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed by the Parish. To be eligible for a corporate credit card, an employee must travel frequently in the course of his/her duties, purchase significant volumes of goods and services for use by the Parish, or incur other regular frequent business expenses of a kind appropriately paid by credit card.

- The Parish credit card cannot be used for personal expenses or to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers for expenses other than those incurred by the assigned employee named on the card.
- Misuse of the card will result in cancellation of the card and withdrawal of credit card privileges.
- Misuse of a Parish credit card for these, or any other type of unauthorized transactions in violation of this policy, i.e., incurring financial liability on the Parish's part that is not within the scope of the employee's duties or the employee's authorization to make parish business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse the Parish via deductions from pay until the unauthorized amount is fully repaid.
- Each card will be limited to a maximum of \$\_\_\_\_\_. Increases to the established maximum may be made on a case-by-case basis with written approval by the Pastor.
- Lost or stolen cards must be reported immediately to the Pastor or PAA.
- Parish credit card expenditures must be reconciled and submitted with original receipts to the PAA within 10 business days of the statement date. In accordance with IRS regulations, undocumented expenditures will be considered compensation and will be included on the individual's W-2 or 1099-MISC. Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate.

*I have read the Parish credit card policy and I understand that personal or unauthorized charges, cash transactions or failure to provide original receipts on a timely basis, or other violations of this policy may result in withdrawal of the card and withholding from my pay of any unauthorized amount.*

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*Employee Cardholder*

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*Date*