CHURCH CREDIT CARD & DEBIT CARD POLICY

1. Personal items may not be charged at any time for any reason.

2. There will be **NO cash** withdrawals.

3. Only pre-approved ministry related items are appropriate to be charged.
    (If there is a question, talk to the Executive Pastor, Finance Administrator or Treasurer.)

4. Purchases exceeding $500 need prior signed approval by the Executive Pastor, Treasurer or another elder. This can be done by completing a "Credit Card Purchase Approval Form" and having it approved as indicated above.

5. Statements will be given as soon as they arrive at the church. Each credit card user is responsible for attaching matching receipts and purchase orders for each charge to their statement and turning it in for approval. (For credit card users: This documentation and receipts should be turned in by the 15th of the month. Currently, your account closes each month on the 6th. We'll receive a paper copy of your monthly statement on the 10th. You can wait on that or just download it via the web site.)

    Please fill out the standard expense report spreadsheet and submit that along with all receipts to the Finance Administrator by the 15th of the month. The report should include a description of what the purchase was for [or if it was for coffee/a meal, list the purpose and the person(s)] and then choose the appropriate account code from the drop down list. Sugar Grove expenses begin with "1."; Aurora begin with "2."; Indian Creek begins with "3.".

6. Misuse of the card:

    A. First offense – verbal warning
    B. Second offense – card surrendered for one month
    C. Third offense – card surrendered for twelve months

7. Detailed receipts are required for each purchase. Please keep careful track of your receipts as to not lose them. Repeated submission of monthly expense reports without all supporting receipts constitutes misuse. In cases where a receipt is lost, please complete a "Missing Receipt Form" detailing the purpose, date, amount and detail of the item in question (cost of item, tax or tip if applicable and name of the store).

6. Credit limits must be respected. Over-limit charges come out of the individual card holder's ministry if over-limit is his fault.

7. Lost or stolen cards must be reported immediately.

8. The Executive Pastor will enforce these policies. The Finance Committee will periodically review statements to ensure that documentation and credit limits are followed.

9. Each card holder will sign a copy of this policy at the time credit card is issued.

    I have read the Church Credit Card & Debit Card Policy, I understand, and agree to abide by the terms.

    _____   _____
    Name   Date

Sugar Grove, IL
www.villagebible.org
630-466-7198

Mission
To love Jesus to the point of transformation
To love each other to the point of sacrifice
To love our neighbor to the point of action

Village Bible Church Missing Receipt Form

I am requesting reimbursement for the following expenses for which the itemized receipt(s) are unavailable for my accounting.

Name

Ministry

Reason for Missing Receipt

Date

Amount

Merchant/Payee Name

Street Address

City, State, Zip

Description of Expenditure

By signing below, I am certifying that the above amounts are appropriate ministry expenses incurred by me.

Authorized Signature

Date

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Village Bible Church
One Church — THREE LOCATIONS

Credit Card Purchase Approval Form

I am requesting approval for the following purchase(s):

Name of Person Requesting Approval   **Date of Request**

Amount of Requested Purchase   **Ministry/Expense Account**

Proposed Merchant/Payee Name

Street Address   **City, State, Zip**

Description of Requested Purchase and Intended Purpose: (You may attach a detailed description obtained from intended online vendor, catalog, etc.)

By signing below, I _____ , am acknowledging my approval of the purchase requested, in the amount detailed above.

Authorized Signature of Approval   **Title**   **Date**

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