

## **Credit Cards Policy**

The following policy and guidelines have been developed and adopted by the Administration Committee.

***Policy:***

**Credit cards may be made available to Presbytery staff. The Executive Presbyter, in consultation with the Administration Committee, shall determine which staff shall have credit cards.**

***Guidelines to implement this policy:***

A credit card issued to a Presbytery staff person may only be used for office or official expenses.

1. A definition of such expenses is anything that the employee could ordinarily be compensated for through submitting a vouchered expense.
2. The billing address for an office credit card must be the Presbytery office address.
3. When the bill for credit card expenses is received, a staff person other than the staff person who incurred the expense must review and approve payment of the bill. Receipts shall be provided for each item on the bill.
4. Under no circumstance may such a card be used for any personal expense, nor shall there be any cash advances for any purpose. Further, the card shall be used only by the staff person to whom it is issued.
5. When an employee who has been issued an office credit card leaves the employ of Presbytery, the credit card must be handed in, along with any other similar item, e.g. office keys.
6. An office credit card may not be used to purchase gasoline, even if the employee is on Presbytery business, except to fill a vehicle owned by the Presbytery. To compensate the employee for automobile expenses, the IRS allowable rate for mileage will be used.
7. The credit card shall have a limit of \$ 1,500 for any single purchase.
8. If such a credit card is lost, it is the employee's responsibility immediately to notify the issuing credit card company to cancel the card, as well as to notify the Presbytery.
9. When a Presbytery staff person receives an office credit card, that staff person shall be given a copy of this policy and guidelines, and agree to comply with the above stated guidelines, as evidenced by signing a form indicating receipt of the policy and guidelines.