

USE OF CHURCH CORPORATE CREDIT CARDS

Policy:

- The corporate credit cards must only be used for Church-related business expenditure and charges must only be incurred where the card-holder has an appropriate and available budget provision for the expenditure. All expenditure must fall within the requirements of current TBC Financial policy. The cards are not to be used for any item of personal expenditure.
- The cards are not to be used for cash advance withdrawals. Cash advances via credit card come at significant cost which should not be incurred.
- The card must only be used by the authorised card-holder. The card-holder must not allow others to use the card by sharing the credit card number or other details with them.
- Each month, within 1 week of receipt of the credit card statement, the card-holder is to account for all expenditure on their credit card statement. A narration is required for each item together with clear detail of what budget category the expenditure is to be coded to. The credit card statement is to be signed off by the card-holder below a statement confirming that "All items are valid Ministry related expenditure and authorised for payment".
- A GST tax invoice should be obtained in support of all credit card expenditure. A tax invoice is essential for any charge greater than \$50, but should be obtained as good practice in all situations. The invoices must be forwarded to the church office together with the signed off credit card statement on which the charge appears.
- The credit card is to be returned to the Church at the time that employment with the Church ceases, or at any other time on request of the Finance Manager and/or Senior Leader.

- Church corporate credit cards can be issued to staff at the discretion of the Senior Leader and Finance Manager. The staff member must sign the policy form for credit cards and adhere to the policies.
- All of the Church's corporate credit cards have a maximum \$1,500 credit limit.

I confirm that I have read and understood the terms of the policy set out above and that I will use the corporate credit card that I have been issued in accordance with those terms.

(name of cardholder)

(date)