

Use of Credit Policy

- “Parish Credit” is defined as credit card use (Visa, Mastercard, SAMS, Hy-Vee, Staples, Lowes), local vendors with which we have open accounts (Fareway, Ace Hardware, Pizza Pit, etc), or billing created at the time of order.
- Credit cards may be issued and open merchant accounts used by staff and parishioners for ministry purposes only.
- No personal expenses shall be incurred using parish credit.
- Those using parish credit shall turn in all receipts to the financial secretary **within three business days** after the expense is incurred.
- Those making online and/or telephone purchases with parish credit must notify the Financial secretary by e-mail or hard copy immediately after transaction, either with a pdf of the sales receipt or information which would include name of vendor/supplier, amount of charge, card number used and account to be charged.
- The individual borrowing a credit card must return card within not more than 3 business days of the date borrowed.
- The only exception to the 3-day return period is when staff are allowed to take a credit card on long out-of-town trips. The credit cards should be returned upon return to work and all receipts are to be given to financial secretary within three days of return to Ames.
- Failure to return receipts or credit cards within the above listed time frame:
 - **first offense:** a verbal notice from the financial secretary, who reports the lapse to the business manager.
 - **second offense:** the business manager issues a written warning regarding the failure to comply with proper use of parish credit.
 - **third offense:** individuals’ use of parish credit cards or open accounts is forfeited for the remainder of the fiscal year. Check requests become the sole payment method for the individual or ministry charges can be put on personal credit cards, but reimbursement is only made if receipt is received within 3 days of charge.
- To facilitate an understanding of expected use of parish credit, this policy will not only be given to parish staff, but (once) to each parishioner who seeks to make charges on credit cards and open accounts.

approved Finance Council
July 22, 2014