

First United Methodist Church Gainesville, Florida

February 21, 2006

Church Credit Card Use Policy

Overview:

The church maintains a VISA Credit Card Account for use for official purposes only. The VISA account has two cards: one is primarily for the use of, and retained, by the Senior Pastor, The second is for more general use by the Pastoral and Administrative Staff, Church Council Team Leaders and Committee Chairpersons.

The church also maintains a separate account with SAM'S Club, also for general use by the Pastoral and Administrative Staff, Church Council Team Leaders and Committee Chairpersons.

The Cards are to be used for official church purchases only and are not to be used for any personal or non-church purchases regardless of intent to reimburse the church.

Procedure:

The credit cards must be signed out from the Financial Secretary or, in the absence of the Financial Secretary, the Church Administrative Assistant, by one of the above named persons and returned to the Financial Secretary, **WITH RECEIPTS** no later than the next day after it is used (unless you are on a trip out of Gainesville, then it is to be returned, **WITH RECEIPTS**, the next business day after returning). A properly signed check requisition form must accompany the card and receipts.

If purchasing by phone or internet the above procedures apply.

When necessary, Pastoral and Administrative Staff, Church Council Team Leaders and Committee Chairpersons may sign a card out and designate another trusted person to use the card for authorized purchases.

NOTE: The Pastors, Administrative Staff, Church Council Team Leaders and Committee Chairpersons retain full responsibility for all charges made on the card while it is signed out to the designated person and for turning in the receipts and check requisition form to the Financial Secretary.