

Request to Use Credit Card

Date _____

Card Type _____

Name _____

See other side for purposes for which card can be used.

Purpose(s) for which card will be used _____

Account # _____ Account Name _____

Account # _____ Account Name _____

Date card will be returned (with receipts for every purchase) _____

The person who fails to turn in receipts prior to the receipt of the credit card's monthly billing statement should expect to be asked to pay the charges.

Authorized by _____
(account manager)

Authorized by _____
(designated card user other than Office Administrator)

The person requesting the card, not the Office Administrator, is responsible for securing both signatures.

Card Issued by _____ Date _____
Office Administrator

The Office Administrator is not authorized to issue a credit card to any individual who has previously used a card in a manner inconsistent with Covenant's credit card policies and procedures. The Financial Sub-Committee of the Council on Mission must determine whether said individual is eligible for continued card usage.

Card Returned to _____ Date _____
Office Administrator

Receipts attached _____

Credit Card Policies and Procedures (Abridged) From **Church Policy Manual**

Policies

1. Credit card use is limited to these persons: Pastor, Minister of Education and Ministries, Minister of Music, Office Administrator, and Assistant Office Administrator. Designated users, other than the Office Administrator, may authorize another person to use a card for a specific purpose.
2. Credit card use is limited to purposes specified below:
 - a. Oil company credit cards may be used to purchase fuel for a church-owned vehicle or for a trip made on behalf of the church of more than 25 miles.
 - b. Home Depot and Office Depot cards may be used with those companies for purchases authorized by a budget or designated account manager.
 - c. VISA card may be used a) for expenses incurred by those traveling out of town on behalf of the church; b) to order literature or other items from suppliers who require credit card payment; and c) by the five designated users to extend hospitality on behalf of the church in such ways as purchasing meals for prospects.
3. Credit card use for any purpose or in any manner not expressly permitted by these policies and procedures is prohibited.

Procedures

1. To use a credit card, fill out the top portion of the Request to Use Credit Card form, obtain the signatures of 1) an account manager for the budget or designated account from which payment will come and 2) a designated user other than the Office Administrator, and present it to the Office Administrator.
2. The Office Administrator will issue the card, fill out the middle portion of the Request to Use Credit Card form, and file it until the card is returned.
3. The person issued the credit card returns it to the Office Administrator as soon as possible after its use, along with receipts documenting each and every purchase.
4. The Office Administrator fills out the bottom portion of the Request to Use Credit Card form and after returning the credit card to safe storage, files the form and receipts for referral when the credit card statement comes.
5. The Office Administrator files form and receipts with credit card statement after the bill is paid and expenses are credited to the appropriate budget and designated accounts.