

**Lone Oak United Methodist Church
Church Council Financial Management Policy
Church Credit/Debit Card Usage**

I. Eligibility and Issuance:

- A.** Only the Church Council approves those who may be issued a church credit/debit card.
- B.** Anyone requesting a church credit/debit card must provide a written request to the Church Council stating the person's name, mailing address, and justification for use, along with signed approval by the Pastor and Treasurer.
- C.** Upon approval by the Church Council, the Treasurer will submit a letter to the issuing financial institution requesting a card be issued.

II. Responsibilities of Cardholders:

All who hold a church credit/debit card should understand that:

- A.** Personal use of the card is prohibited.
- B.** They must safeguard the card and number from unauthorized use.
- C.** Only the cardholder may use the card, it cannot be borrowed by anyone for any reason.
- D.** A lost, stolen, or misused card must be reported to the card issuer immediately and then reported to the Church Council Chair, Pastor, and Treasurer.

III. Usage Guidelines:

- A.** The card may only be used to pay for items that align with the church's annual budget guidelines in the purchaser's area of responsibility. For purchases of items not covered by the church's annual budget, preapproval must be obtained from the Church Council Chair, Pastor, and Treasurer.
- B.** A printed itemized receipt or invoice must be obtained for all expenses incurred.

IV. Expense Submission Process:

- A.** All expenditures using the church credit/debit card must be reported to the church accountant on a timely basis. The Church Council recommends submitting it within 3 days of purchase.
- B.** All expenses must be reported using the Church's Purchase Voucher form (paper or digital). The Purchase Voucher form should include all necessary information to ensure the expense is properly assigned to the correct budget account with the original receipt or invoice attached and with dates and signatures as required.

V. Consequences for Inappropriate Use:

- A.** Any cardholder who fails to comply with this procedure may have their privileges revoked.