

**First Unitarian Universalist Church of Nashville
Policy and Procedures**

Section: General & Administrative

Adopted: July 2010

CREDIT CARD POLICY

The following procedures shall be required for use of credit cards held in name of First Unitarian Universalist Church of Nashville. Failing to comply with these policies will result in loss of credit card privileges.

There shall be three church credit cards issued with our current Banking Institution.

1. One will be shared by and only used by the Minister, Associate Minister for Music and one individual named by the Fellowship committee who is responsible for meals and/or meal related for fundraisers.
2. One will to be held by and only used by DLRD.
3. One to be used by the Office Administrator and loaned to church members as needed.

All persons using credit cards including Sam's club are responsible for turning in receipts to the Church Administrator or bookkeeper within the appropriate time limit as listed below.

All persons making online and/or telephone purchases charged on credit card must notify the bookkeeper by e-mail immediately after transaction. Information must include name of vendor/supplier, amount of charge, card number used and account to be charged.

The Church Administrator shall be responsible for maintaining records of all cards.

A form shall be developed and retained in church office to record the following information whenever the card is loaned:

1. Committee Chairs or staff responsible for a budget must pre-approve any expenditure with the credit card and must make sure that the charges is within their budget.
2. When the Office Administrator loans a card, the name, contact information and signature of the individual card borrower shall be recorded on form with card number, date borrowed, and reason for borrowing.
3. The individual borrowing the card must return card within 3 business days of the date borrowed.
4. Persons making charges should sign receipt and write account to be charged; if last 4 digits of card used is not preprinted on receipt, purchaser should handwrite it on receipt. Receipts must be submitted to office or bookkeeper within 3 business days of date of purchase.