

---

## Credit Card Policy

The District Superintendent is authorized to approve new credit card applications and the related credit limits for District Office employees within the maximum allowable by the District banking agreement. Upon approval by the District Superintendent, the application forms or credit limit change forms will be signed by any two authorized signers.

1. Personal items may not be charged at any time for any reason and only ministry-related items are appropriate to be charged.
2. Cash withdrawals are not allowed.
3. Receipts for each charge must be submitted to the Bookkeeper.
4. Receipts must indicate the account charged and the purpose of the expense, including such things as the name of the person to whom hospitality was shown, or the meeting where charges were incurred.
5. If a receipt is lost, a reasonable alternative proof of the expense must be presented by the purchaser. Habitual loss of receipts is not acceptable and may result in loss of credit card usage.
6. Credit limits must be respected.
7. Lost or stolen cards must be reported immediately.

### Amendments

March 2016

June 2017

December 2017

February 2021

December 2022

