

## PURPOSE

The purpose of the Mount Pleasant Baptist Church (MPBC) Credit Card Policy and Procedures, is to provide authorized MPBC employees with the rules governing the purchasing and reconciliation of goods and services specific to MPBC Ministry.

MPBC credit cards will be issued to Directors and staff only upon approval of the Trustee Ministry and Accounting Staff, based solely on the needs of MPBC Ministry.

Cardholders will be required to sign this agreement indicating their acceptance of these terms. Individuals who do not adhere to these policies and procedures will risk revocation of their credit card privileges and/or disciplinary action.

## CREDIT CARD POINTS OF CONTACT

Current – MPBC Trustee Chairperson (as of 12/2017 – Sara Clark)

Current – MPBC Finance Chairperson (as of 12/2017 – Rochelle Ford)

Current – MPBC HR Representative/Accounting

## AUTHORIZED CREDIT CARD USE

Credit cards will be used only for MPBC Ministry purposes. Personal purchases of any type ARE NOT allowed.

Personal purchases are NOT allowed, even if cardholder plans to reimburse the church. Personal purchases include, but are not limited to: loans, meals, jewelry, cash advances, vacations (non-ministry travel expenses), alcoholic beverages, tobacco products, controlled substances, home construction, renovation/installation, personal services on term contracts, personal maintenance agreements, personal software or software licensing agreements, personal utilities or related equipment or services, and transportation.

**Any and all other items deemed inconsistent with the values of MPBC ministry are NOT allowed.**

Additionally, the following MPBC Operational purchases are also NOT allowed to be purchased via a MPBC credit card:

- Capital equipment and upgrades over \$1,000
- Construction, renovation/installation
- Items or services on term contracts
- Maintenance agreements
- Purchases involving trade-in of church property

Office Supplies:

- Office supplies will be purchased via the MPBC credit card accounts in coordination with the Accounting Staff.

Purchasing Limits –

- The total amount of a purchasing transaction, **for the Pastor**, shall not exceed the single purchase limit of \$1,000 unless the Pastor has received advance approval from MPBC's Trustee or Finance Chairperson for a temporary limit increase.
- The total amount of a purchasing transaction, **for all other card holders**, shall not exceed the single purchase limit of \$500 unless the Cardholder has received advance approval from MPBC's Trustee or Finance Chairperson for a temporary limit increase.
- A purchase should not be split into multiple transactions to stay within the single purchase limit.
- A check request should be used instead of a MPBC Card for all purchases over \$500, **except for the Pastor, which is \$1,000**, unless the Cardholder has received advance approval from the Trustee or Finance Chairperson to make a purchase greater than \$500 using his/her MPBC Card.

Travel Limits

- The MPBC Card may be used for the majority of transactions arising in the normal course of MPBC Ministry travel. The following limitations exist on the MPBC Card for travel:
  - The total amount of a travel transaction shall not exceed the single purchase limit of \$500, **except for the Pastor, which is \$1,000**.
  - A purchase shall not be split into multiple transactions to stay within the single purchase limit.
  - The Cardholder shall inform the vendor that the expenses are not subject to sales tax and provide the vendor with the tax exempt form.

Travel purchase that are NOT allowed (list not inclusive): TSA Pre-check/Global Access, upgrades to 1<sup>st</sup> Class tickets/seats, personal/non-mission baggage (i.e. sports equipment)

The MPBC Card can only be used for MPBC Ministry business. Remember that transactions over the limit set on your card cannot be made, they will be automatically declined.

**Credit Card Balance Limits**

Main MPBC Credit Card, for facilities and church maintenance, etc. - \$10,000  
Individual - \$5,000

**CARDHOLDER RECORD KEEPING**

- ALL RECEIPTS AND RECONCILIATION SHEETS WILL BE SCANNED AND EMAILED TO THE ACCOUNTING STAFF 10 days prior to the due date of the monthly statement.
- Detailed/Itemized receipts (not the credit card slip, but the ACTUAL itemized receipt), with each cost identified, must be retained and scanned.
- In the case of meals, each receipt must include the date, time, names of all persons involved in the purchase, and a brief description of the ministry purpose of the purchase, in accordance with Internal Revenue Service regulations.
- When reconciling charges, include the ministry line item account number on the reconciliation sheet.
- Sign the reconciliation statement attesting that the purchases were in accordance with the MPBC Credit Card Policy.
- The Accounting Staff will collect, review and file your documentation each month electronically.
- The Accounting Staff will maintain all credit card records and archive them for seven years. Therefore, it is not necessary for you to keep copies of your receipts.

**If itemized receipts are not received by the Accounting Staff 10 days prior to the due date of the monthly statement, the card owner is responsible for any late fees and interest incurred if payment is delayed.**

**Loss receipts will be resolved with the Accounting Staff on a case-by-case bases.**

Any cardholder who consistently does not turn in their statements and receipts, prior to the due date, will have their cards deactivated.

## RECEIVING A MPBC CARD

The Trustee Ministry and Accounting Staff are responsible for approving all new Cardholders. The new Cardholder will read the Mount Pleasant Baptist Church (MPBC) Credit Card Policy and Procedures and WILL sign that he/she understands his/her responsibility, limits, and reporting requirements for the privilege of being allowed a MPBC credit card.

The MPBC Accounting Staff will maintain records of MPBC Card requests, dollar limits, Cardholder transfers, and lost/stolen/destroyed card information. Approved requests will be processed and a MPBC Card issued to the cardholder. Upon receiving the MPBC Card, the cardholder will be contacted by the MPBC Accounting Staff for training.

Enrollment Forms for new MPBC Cardholders will be obtained from the Accounting Staff. The completed and signed form will be submitted to the credit card company by the Accounting Staff.

Please note that the credit card will be in the Cardholders' name and will affect the cardholders' credit.

## **LOST OR STOLEN CARDS**

Card holder should immediately notify the credit card company via the 800# on the back of the card in case of a lost or stolen card. And then immediately notify MPBC's Finance Staff. The lost/stolen card will be immediately deactivated.

A card that is subsequently found by the Cardholder after being reported lost or stolen should be cut in half and forwarded to MPBC's Accounting Staff, since cancellation of the card is an irreversible action.

**CARD EXPIRATION AND EMPLOYMENT TERMINATION** (including Leave of Absence and Retirement) A MPBC Card typically expires after three years. The Cardholder will receive a new card before the expiration date of the old card. Upon receipt of the new card, the old card should be destroyed to ensure security of the card and account number.

Before leaving MPBC, including employees on a Leave of Absence and Retirement, the Cardholder shall turn in the MPBC Card to MPBC's Accounting and HR Representative Staff. The Accounting Staff will review the Cardholder's Electronic Statement to ensure all transactions have been reviewed and approved. The Accounting Staff will deactivate the card and destroy the card.

## **CARD SECURITY**

It is the Cardholder's responsibility to safeguard the MPBC Card and account number to the same degree that a Cardholder safeguards his/her personal credit information. The Cardholder must not allow anyone to use his/her credit card or account number. A violation of this trust will result in the Cardholder having his/her card privileges suspended.

A Cardholder making unauthorized purchases or carelessly using the MPBC Card may be personally liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the issuing bank in connection with the misuse. Inappropriate or fraudulent use of the MPBC Card by the Cardholder may also be subject to disciplinary action up to and including card deactivation and/or any future card usage.

## **PURCHASE APPROVAL**

All MPBC card purchases are subject to review and question by the trustee board at any time. Additionally, purchases of \$1,000 or more must be approved by the Trustee Ministry, Accounting Staff or Directors prior to the purchase being made. Documentation of this approval should be submitted with the monthly statement and receipts to the Accounting Staff. All of the required approvals should be obtained in a timely fashion so that statements can be turned into the Accounting Staff by the deadline.

PLEASE NOTE THIS POLICY WILL BE REVIEWED ANNUALLY, HOWEVER IT IS SUBJECT TO REVIEW AND UPDATE BY THE TRUSTEE MINISTRY AT ANY TIME, BASED ON THE FINANCIAL NEEDS OF MPBC.