

DEBIT CARD POLICY

1. Personal items may not be purchased at any time for any reason.
2. There will be NO cash withdrawals.
3. Only ministry related items are appropriate to be purchased.
4. Single purchases exceeding \$2000 require prior approval from the Leadership Team.
5. Issued cards may only be used by the individual they are assigned to. The unassigned card must be checked out and returned no later than next Sunday following the check-out date.
6. Misuse of Card:
 - A. First offense – verbal warning
 - B. Second offense – card use restricted for one month
 - C. Third offense – card use restricted for one year
7. Detailed reports are required for each purchase. Please keep careful track of your receipts as to not lose them. Repeated submission of “Missing Receipt Reconciliation Forms” constitutes misuse. All receipts and reconciliation forms must be submitted by the last Sunday of the month, attached to the Monthly Expense Report.
8. Budgeted amounts must be respected. Purchases that go beyond your budgeted amount, without prior approval, will be denied and the cardholder will bear the expense.
9. Lost or stolen debit cards must be reported immediately.

UNASSIGNED DEBIT CARD

1. Individuals permitted to use the church debit card will be issued a key to the lock box.
2. Individuals will retrieve the debit card from the lock box and sign the log indicating the date and time they retrieved the debit card.
3. Complete their purchase.
4. Replace the debit card no later than the next immediate Sunday.