

## **Second Unitarian Church of Omaha**

### ***Policy for Use and Security of Church Purchasing and Credit Cards*** (formerly the *Policy for Use and Security of Church Purchasing Card*)

Date of Policy Approval: December 20, 2017

Policy Updated: April 17, 2024

Policy Owner: Finance Coordinating Council

### **Purchasing Cards**

Staff or a church member may request a Purchasing Card from a merchant where frequent purchases are made.

The application for the card will be completed by the Treasurer and submitted to the Chair of the Board of Trustees for approval. The Chair of the Board of Trustees signs the application and returns it to staff to submit to the merchant. All copies of documents will be filed in the locked Finance/Treasurer file cabinet at the church.

When the Purchasing Card is issued and there is a signature box on the back side of the card, the minister or staff will sign the back of the card with the church name, or as instructed by the merchant. This signature makes the church responsible for all purchases made by “authorized users.” The merchant assumes whoever uses the signed card is an “authorized user.”

A logbook shall be set up for the Purchasing Cards. The logbook and Purchasing Cards shall be kept in a secure place.

Whoever signs out a card assumes “authorized user” financial responsibility until the card is signed back in or reported to the merchant’s issuing institution as lost/stolen.

Minister, staff, and members may sign out a card to purchase budgeted items. Purchases may be made in-store, mail order, or online.

The purchaser will sign the merchant’s copy of the cash register receipt with their own name. The purchaser will receive a copy of the cash register receipt. On the receipt copy the purchaser will write their name. Within two weeks of the purchase, the purchaser will attach the receipt(s) to a Church Purchasing & Credit Card Transaction Report form with details about the purchase(s): Purchasing card used, amount and description of the item(s) purchased, the Operating Expense budget line or fund name to be debited, and purchaser’s name. The completed Church Purchasing & Credit Card Transaction Report form and receipt(s) shall be placed in the Office Administrator’s (OA) folder on the door of the Church Office. The purchaser will return the card and log it back in.

A list of the active purchasing cards with the number of cards issued and the credit limits and a list of the Closed/Inactive cards will be kept in a folder and placed in the Finance/Treasurer file cabinet.

## Church Credit Cards

The following procedures shall be required for use of the business credit cards held in the name of Second Unitarian Church of Omaha. All applications for issuing a credit card, making changes to a card, or cancelling a card must be approved by the Chair of the Board of Trustees.

Failing to comply with these policies will result in loss of credit card privileges.

There shall be three church credit cards:

1. One will be used by the Minister with a \$2,000 credit limit.
2. One will be used by the Office Administrator with a \$1,000 credit limit.
3. One will be used by the Director of Religious Education with a \$1,000 credit limit.

Other church staff, such as the Music Director and Childcare Supervisor, and volunteer leaders who don't want to use their personal funds for church expenses, may request one of the three staff members with credit cards to charge these expenses to their church-issued credit cards. The request must include a completed and signed Church Purchasing and Credit Card Transaction Report form.

These credit cards are intended for expenses paid from Operating Budget lines "owned" by the cardholder. Purchases made from other expense lines must be approved in advance by the line "owner." Approval shall be made by a completed and signed Church Purchasing and Credit Card Transaction Report form.

These credit cards are not to be used for personal or other non-church purchases.

All persons using credit cards shall make every effort to provide a receipt for each purchase. If a receipt is not available, they will provide detailed documentation such as a digital receipt, photo, or detailed explanation. These will be turned into the Office Administrator prior to the monthly staff meeting, along with all completed Church Purchasing & Credit Card Transaction Report forms with details about the purchase(s). One form is to be completed for each purchase:

- Credit card used
- Amount and description of each item purchased
- Operating Expense budget line to be debited
- Purchaser's name
- Supporting documentation for all entertainment expenses, including name(s) of person(s) entertained and the business purpose, as required by Section 274 of the Internal Revenue Code.

The completed Church Purchasing & Credit Card Transaction Report forms, along with copies of receipts and supporting documentation, as well as the monthly credit card statements **with account numbers redacted**, will be submitted by the Office Administrator to the Board of Trustees by the time of the monthly Executive meeting.

The Board of Trustees will be responsible for approving reports. If a report is not approved, the Board of Trustees is responsible for decisions regarding further action, which may include requests for further explanation or documentation, and if necessary, rescinding use of the credit card. The Board of Trustees will inquire with Staff, Minister, or others as needed to gather information about questionable items.

All staff making online and/or telephone purchases charged on credit cards must notify the OA with a Church Purchasing & Credit Card Transaction Report form with a receipt (see above for descriptions of what is acceptable if a hard-copy receipt is not available) within two weeks of the transaction.

Cardholders are responsible for monitoring credit card purchases on their monthly bills to verify that each charge is legitimate by reviewing their monthly statements prior to the staff meeting. In the case of vendor error or charges not made by the cardholder, the cardholder is responsible for immediately contacting the vendor and/or card issuer regarding any disputed charges. If a card is lost or stolen, the cardholder must immediately notify the card issuer to prevent further use of the card. Cardholders must not subject the Church to over-limit fees or interest charges. Cardholders will be held responsible for fees resulting from misuse or loss of their cards.

To assist staff in verifying charges, alerts, if available, should be set up on any credit card or purchasing card to alert either the OA as bookkeeper and the cardholder that a transaction has occurred. If there are any unauthorized transactions, the card issuer will be notified immediately by the cardholder.

Cardholders must turn in their credit card by the last day of employment. In case of termination, the minister must secure the credit card issued to the staff member. The Board Chair must get possession of the credit card if the minister is terminated.

### **Payment of Purchasing and Credit Card Bills**

When the monthly invoice is received from the merchant or issuer, the OA will verify each purchase against the receipts and expense forms, make appropriate accounting entries for payment including detailed descriptions, and file payment documents and receipts.

Should a purchase card be utilized, the card statement and documentation will be reviewed at the next monthly Board of Trustees meeting in the same manner as outlined under Church Credit Cards. Payment of credit card bills must not be made by automatic bill payment from the church checking account. However, online payments may be scheduled in advance to avoid penalty fees.

# CHURCH PURCHASING & CREDIT CARD TRANSACTION REPORT

Instructions: Print document and write in information or Save As to save a copy for your use and type in information.

√ <b>Card</b>	<b>Date of Purchase:</b>	<b>Comments:</b>
	Bakers Super Market	
	Home Depot	
	HyVee Super Market	
	Office Depot	
	Minister's Credit Card	
	Office Administrator's Credit Card	
	Director Religious Education Credit Card	
	Other (specify):	
	PLEASE READ THE BLOCK TO THE RIGHT BEFORE REPORTING YOUR EXPENSES.	

Amount	Committee or Budget Name or Fund Name	Purpose (Please attach receipts to back)
	<b>← Total Purchase Amount</b>	

**Submitted by: Name Printed:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Phone** \_\_\_\_\_  
*Please circle: Board Chair; Board Vice-Chair; Committee Chair; Minister; Staff / Minister; Com. Volunteer*

**Below to be completed and paid by Treasurer / Asst. Treasurer**

**Date:** \_\_\_\_\_ **Check #** \_\_\_\_\_ **By:** \_\_\_\_\_

Committees	Acct Number	Amount	General Operating	Acct Number	Amount
Building & Grounds	01-5904-101		Administrative Expense	01-5131-100	
Caring	01-5901-000		Postage	01-5532-000	
Communications/Marketing Adv.	01-5534-000		Janitorial Cleaning	01-5523-000	
Fellowship	01-5902-000		Janitorial Supplies/Trash PU	01-5524-000	
Finance	01-5903-000		Lawn Care & Snow Removal	01-5525-000	
Library	01-5905-000		Prof Expense – Minister	01-5125-400	
Membership	01-5906-000		Prof Expense – Office Admin	01-5101-400	
Rel Growth & Learning	01-5912-000		Prof Expense – DRE	01-5102-400	
Rel Growth & Learning - Childcare	01-5510-000		Transition Team	01-5923-000	
Religious Education Supplies	01-5515-000		Fundraising Expense	01-5506-000	
Social Justice	01-5913-000		Music & Worship	01-5910-000	
Technology	01-5914-000		Musicians (guest pianists)	01-5106-100	
OTHER: (Fund Name/Number)					
OTHER: (Fund Name/Number) TOTAL (if more than one account used)					