

Prince of Peace Lutheran Church

Coloma, WI

Purchasing Card Procedure Manual

CREDIT CARD PROGRAM KEY DETAILS

Purchases

Credit Card purchases will be made so the Church gains the maximum value and quality for each purchase.

Credit Card Agreement

The issuance of a credit card is strictly prohibited prior to receipt of a signed agreement from the employee.

Personal Use of Purchasing Cards

Only authorized church use purchases may be completed with the Credit Card.

Personal purchases are strictly prohibited.

Credit Card Security

The Credit Card is the property of Prince of Peace and as such should be retained in a secure location.

Authorization

Only the person to whom the credit card is issued is authorized to use it. **Permitting another person to use the credit card is strictly prohibited.**

Documentation

All purchases using the credit card program must be properly documented and retained.

Purchase Restrictions

The purchase of unauthorized products, services, or commodities is not permitted.

Purchase Limits

It is the cardholder's responsibility to be aware of their purchasing limits and current account balances.

CREDIT CARD PROGRAM OVERVIEW

A credit card program has been established to provide a more efficient way to pay for items for Prince of Peace, and eliminate the need for spending personal funds and getting reimbursements. **Any other purchases made on the credit card must be pre-approved by the Church Council.**

The Prince of Peace credit card enables cardholders to perform more effectively by reducing:

- Time needed to book travel arrangements.
- The number of expense reimbursements.
- Supplier/vendor invoices.
- Invoicing problems.
- The number of accounts payable checks issued.

In brief, a Prince of Peace credit card **IS**:

- Authority granted by the church to specific employees for official church use only.
- Authorized for use with only certain categories of vendors and products/services.
- A restricted use credit card.

A Prince of Peace credit card **IS NOT**:

- A means to avoid appropriate purchasing or payment procedures.
- A card to access cash or credit.
- For personal use.

OBTAINING A PRINCE OF PEACE CREDIT CARD

Credit cards will be issued to the following people

Church Pastor/Vicar

Church Secretary

Council President

Treasurer

Sunday School Leader

Prince of Peace members issued a credit card will be required to complete a user agreement before receiving the card. (Provided at end of this document)

PERSONAL LIABILITY AND YOUR CREDIT RATING

The use of the credit card results in church liability, NOT a personal liability for the cardholder. Your credit rating will not be affected. However, remember that you sign an agreement with the church prior to receiving the card and, as such, you are responsible for any misuse of the card, as outlined in this document and use agreement.

GUIDELINES FOR CARD USE

The credit card issued to the cardholder will have his/her name embossed on it and shall be used only by the cardholder.

Use of the credit card shall be limited to the following conditions:

- The total value of a good/service shall **NOT** exceed a cardholder's purchase limit(s) as established by the Director of Business & Finance.
- The cardholder shall inform the vendor that the purchase is **NOT** subject to sales tax as the church is tax exempt. **The cardholder will be required to reimburse the church for any WI sales taxes charged via a payroll deduction.**

Prince of Peace credit cards shall **NOT** be used for the following:

1. Personal purchases or identification.
2. Purchases intended to bypass church purchasing procedures.
3. Purchases split to circumvent purchase limits or competitive price solicitation (bidding) requirements.
4. Alcoholic beverages, drugs, or pharmaceuticals.
5. Purchases that are not permitted under church purchasing procedures.

NOTE: A cardholder who makes unauthorized purchases or carelessly uses the credit card may be liable for the total dollar of such unauthorized purchases plus any administrative fees charged by the card issuer in connection with the misuse. The cardholder will also be subject to card suspension, termination and/or disciplinary action.

CARDHOLDER SPENDING LIMITS/MERCHANT RESTRICTIONS

The church council will establish maximum dollar amounts or purchase limits for each cardholder. Each time a cardholder makes a purchase with his/her credit card, these limits will be checked, and the authorization request will be declined should the amount exceed the established limits. It is the cardholder's responsibility to know their monthly purchase limit and to be aware of their current account balance. Purchasing limits are _____.

CARDHOLDER RECORDKEEPING & DOCUMENTATION REQUIREMENTS

The cardholder is responsible for maintaining adequate documentation and records for goods and services purchased with the credit card. Whenever a purchase is made, documentation will be retained as proof of purchase and will be used to verify that transactions are paid. Receipts from credit card purchases must be emailed to the church treasurer: **popcolomatreasurer@gmail.com**

Cardholders are to keep documentation in one place and in a filing system that best suits your needs.

All documents relating to an original purchase will be kept together including, but not limited to, any returns, credits, disputes, invoices, and original purchase receipts.

Documentation should be detailed. Receipts must be itemized and show the details of the transaction.

If a cardholder is charged Wisconsin sales tax on any transaction, the card holder is responsible for paying for the sales tax.

A detailed receipt is to be emailed to **popcolomatreasurer@gmail.com** within 48 hours

of the transaction. Failure to submit detailed receipts will result in suspension of the credit card. Prince of Peace has the right to hold cardholders responsible for unauthorized purchases. If no receipt is submitted, the purchase will be considered unauthorized.

RETURNS, CREDITS, AND DISPUTED ITEMS

The cardholder is responsible for following up with the vendor or credit union on any erroneous charges, disputed items, or returns, as soon as possible.

Examples of charges to initially coordinate or dispute with the vendor may be:

- Duplicate charges.
- Credit that is not processed.
- Incorrect charge amount.

It is the cardholder's responsibility to follow up with the credit card regarding any erroneous/disputed transactions as soon as possible.

Examples of charges to immediately dispute with the credit union may be:

- Expected fraud or misuse, such as unknown charges on statement.
- Disputed charges where a resolution cannot be reached with the vendor.

Returns

If a return of merchandise is needed, the cardholder is responsible for the making the return. Be sure you are aware of any shipping or re-stocking fees that may apply. Record the return and any associated credit memos/receipts, and email a copy of the return receipt to: **popcolomatreasurer@gmail.com**

Credits

Any item purchased with a credit card that is returned must be returned for credit only. Do NOT accept cash or future purchase credits. Credit memos/receipts are to be kept with original purchase receipts. Look for the credit on subsequent credit union statements to ensure your credit was processed.

Disputed Items

To dispute a transaction by phone, call the credit union at the phone number listed on the back of your credit card.

CARD SECURITY

It is the cardholder's responsibility to safeguard his/her credit card and card account number. Your credit card should be treated with the same level of care you use with your personal credit cards.

Do not lend your card to anyone.

Guard your credit card account number carefully. Do NOT post it or write it in any location that is accessible to others.

Review your credit card transactions carefully. Ensure no unauthorized purchases were made.

Card Security Tips:

- When you are not traveling on official church business, the card should be retained in a secure location other than your personal billfold or purse.
- A canceled card should be destroyed and cut it into several pieces prior to disposal.
- When presenting your card for purchases, provide your ID or driver's license to identify yourself.
- Sign the back of the card and also write "Request ID" next to the signature. This will remind vendors to look at your church or personal identification to authenticate the transaction.

REPORTING LOST OR STOLEN CARDS

If a credit card is lost or stolen, the cardholder must immediately notify the credit union and the church treasurer: **popcolomatreasurer@gmail.com**

AUDITS

The Church Treasurer and Church Council will conduct monthly audits of credit card use to ensure the program procedures are being followed and that:

- Purchase volume appears reasonable.
- Cards are being used for appropriate transactions.
- Documentation is complete.

CONSEQUENCES OF FAILURE TO COMPLY WITH PURCHASING CARD PROCEDURES

Any misuse/abuse of the card or failure to comply with these procedures will result in the following cardholder/card-user consequences:

- Revocation of card.
- Reimbursement to the church for purchases.
- Referral to police for fraudulent usage.

If the misuse involves personal transactions, the cardholder must repay the church for all personal purchases, including any applicable state and county sales taxes.

RETURN OF CREDIT CARD

People who are no longer authorized to use the credit card will turn in the credit card to the Council President, and they will send the card to the Church Treasurer with a note stating to cancel the card. The Treasurer will close the card account immediately.

KEY CONTACTS

The following resource persons are available to provide assistance, answer questions,

or help solve any problems that arise:

Prince of Peace Church Treasurer

Isaac Mades; phone: popcolomatreasurer@gmail.com

Credit Union

Primary Number:

- For general inquiries regarding your account.

Lost/Stolen Card Number:

- To report a lost or stolen card.
- Note: Notify the Church Treasurer and Council President of a lost/stolen card as soon as you have alerted the credit union.

**Prince of Peace-Coloma
Purchasing Card Training and Issuance Form**

Prince of Peace church is pleased to present you with a Credit Card. It represents the church's trust in you and your empowerment as a responsible agent to safeguard and protect our assets.

Therefore:

____ I acknowledge receipt of the Credit Card Procedure Manual and confirm that I have read and understand the terms and conditions.

____ I understand Prince of Peace Lutheran Church is liable to the card issuer for all charges against this card.

____ I agree to use this card for church approved purchases only and agree not to charge personal purchases. I understand the church will audit the use of this card and report any discrepancies. I further understand that improper use of this card may result in appropriate action.

____ I understand that I am to email a copy of all receipts to popcolomatreasurer@gmail.com within 48 hours of a purchase, and my C\credit card will be frozen if receipt is not sent within 72 hours of purchase..

____ I am responsible for paying for the purchase if a receipt is not provided.

____ I am responsible for using the tax exempt number, and I will reimburse the church for sales tax charges.

____ I understand Prince of Peace may terminate my right to use this card at any time and for any reason. I agree to return the card to the Prince of Peace Council President immediately upon request or termination of my authorization.

Authorized User's Name _____

Reason for Authorization _____

Authorized Person's Signature

Date