

**Diocese of Raleigh Credit Card Policy
for Parishes, Missions, Schools and Campus Ministries**

1. Each staff member (or designee) assigned a credit card will maintain the credit card in a secured location.
2. Unauthorized use of the parish/school credit card is prohibited. The credit cards are to be used solely for official business on behalf of the parish/school. An employee who does not comply with Diocesan credit card policy and/or who makes inappropriate purchases may lose the ability to utilize a parish/school credit card for purchases and may be subject to further disciplinary actions.
3. Credit cards should only be used when there is no other payment option available. The preferred method of payment by the Diocese is by check for payment on invoice.
4. An itemized receipt must be retained for all purchases and include date of purchase, vendor name, description of each item purchased and amount of purchase. The receipts should be forwarded to the parish/school bookkeeper/business manager at time of purchase.
5. Recurring credit card charges should be limited and contact information should be provided to the parish/school bookkeeper/business manager upon setting up a recurring charge.
6. Any items purchased using the parish/school credit card that require shipment should be shipped to the parish/school property only.
 - a. Retention of packing lists which indicate that items on the list have been received is a best practice.
7. Transactions should be backed up by original receipts.
 - a. Original receipts and invoices, rather than scanned or copied versions, help to mitigate the potential for:
 - i. a duplicate payment for the same purchase;
 - ii. a payment based on manufactured or manipulated receipts or invoices; or
 - iii. a payment for a transaction for which a cash refund for a returned purchase was given to the purchaser who retained the original receipt.
8. In the absence of an original receipt, a Lost or Missing Receipt Form (see attached) should be completed in support of the relevant purchase.
9. All credit card transactions and every credit card statement are to be reviewed and approved for payment by the pastor or, when necessary, by his designee; the reviewer must be someone other than the one who initiated the transactions on the statement.
10. The statement that is reviewed should either be an original or an online version of the statement.
11. Any transaction that is questionable should be subjected to further investigation.
12. A payment to a credit card vendor should never be made solely from a credit card statement. Supporting receipts and invoices are required for all credit card transactions listed on the statement.
13. Online payments to the credit card vendor must be approved in writing by the pastor or his designee simultaneous with/after the review and approval of the credit card statement and supporting documentation and prior to the initiation of the payment.
14. Supporting documentation for each disbursement, including original receipts and approved lost/missing receipt forms (see attached sample), must be maintained in the parish/school/campus ministry records for a minimum of seven years in accordance with the Diocesan Records Retention policy.

As a best practice, a parish/school/campus ministry may assign an individual to act as the credit card administrator. As the credit card is needed, an requestor can “check out” the credit card or provide the credit card administrator with a quote or purchase order from which the administrator can place the

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order on the requestor's behalf. If the credit card is checked out, a Credit Card Log (see attached) can be completed to keep track of to whom and when the card was checked out and if it was returned.

The Diocese of Raleigh does not have a policy limiting the number of credit card holders, but it does recommend that there be no more than three credit cards per entity. To balance the needs of different sized parishes, Diocesan recommended credit limits are based on revenue generated at the parish or school. Recommended limits are as follows:

<u>Revenue step level changes</u>	<u>Combined Credit Limit</u>
>\$1,000,000	\$30,000
>\$500,000	\$22,500
Less than \$500,000	\$15,000

Credit Card Log