

WAKE CHAPEL CHRISTIAN CHURCH
CREDIT CARD EXPENSES

Date	Description / Purpose	Amount	GL (office use)
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
Total		\$	

Receipts attached

Purchaser's Signature

Date

Finance Chair Approval

Date

CREDIT CARD INFORMATION SHEET

- All charges to the Corporate Card must be supported with receipts.
- Only church related expenses are to be charged on the card.
- A Credit Card expense form must be submitted with all receipts for expenses. All documentation should be submitted when the card is returned to the church office. This should include any return receipts that will match to the credit which will appear on the statement.
- Safeguard the credit card and credit card account number at all times.
- Keep the credit card in a secure location at all times.
- Protect the integrity of the credit card by not allowing anyone else to use the credit card and/or credit card account number.
- Charging personal transactions to Corporate Cards is not acceptable under any circumstance.
- The card may not be used to obtain a cash advance.
- Reimbursement for return of goods and/or services must be credited directly to the Card account. No cash should be received by the Cardholder.
- Charges to the card are the responsibility of the church member who has checked out the card.
- Lost or stolen cards must be reported to the church office immediately.