



The Episcopal Diocese of Kansas

Credit Card Policy

(Adopted by the Council of Trustees May 20, 2014)

Full-time employees may be issued a corporate credit card. To be eligible for a corporate credit card, an employee must travel frequently in the course of his/her duties, purchase significant volumes of goods and services for use by the employer, or incur other regular frequent business expenses of a kind appropriately paid by credit card. Use of the corporate credit card constitutes a cash expense allowance or advance and a promise on the part of an employee to repay any excess not approved by the Employer. The corporate credit card cannot be used to obtain cash advances, bank checks, traveler's checks, electronic cash transfers or for any type of personal expenses. Misuses of the card will result in cancellation of the card and withdrawal of corporate credit card privileges. The employee is personally responsible for all expenses incurred on the Card until the record of expenses has been submitted to Finance Committee/Finance Chairman and it is approved. The Employer shall have the right to deduct amounts advanced through the use of a corporate credit card in excess of approved expenditures from the employee's paychecks.

Corporate credit card receipts must be submitted to the Comptroller (or his designee) within thirty (30) business days of the charge. Such record shall show the cost, date, place, and business purpose of each expense. If the expense was entertainment related, the type of entertainment, persons in attendance, and business relationship must also be noted. All expenses must be documented by attaching **original itemized receipts** over and above \$75.

An employee's privilege to use a corporate credit card may be suspended or terminated without notice, if the employee fails to adhere to the above guidelines or if the employee's relationship with the Employer ceases.

Lost or stolen cards must be reported immediately to Comptroller.

- I will only use the corporate credit card for allowable business expenses on behalf of the company.
- I will forward all receipts to the Accounting/Finance Department to reconcile with the statement within 30 days of each charge.
- If I misuse the card (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) I authorize the company to recover the funds through payroll deductions.
- If the corporate credit card is lost or stolen, I will report it immediately to Comptroller.
- If the card is no longer required or I terminate employment with the Episcopal Diocese of Kansas, this card will be returned to Comptroller immediately with a final reconciliation of all expenditures prior to departure.

- Subsequent to termination of employment with the Episcopal Diocese of Kansas, if any inappropriate purchases are discovered on the credit card statement, by signing agreement, I authorize the Episcopal Diocese of Kansas to recover the funds through payroll deductions.

Name (Please Print) _____

Title (Please Print) _____

Signature of Cardholder _____

Date _____

Signature of Supervisor _____

Date _____

Accounting/Finance _____

Date _____