

SOP for Handling Charge Cards and Credit Cards

Because charge cards and credit cards are liabilities to First Congregational Church of Mukwonago (the church), this is the procedure for the safe handling of them.

There is one charge card for Pick and Save (Kroger) and one VISA credit card available for sign out.

- Cards will be locked away in a place known only to the Office Manager and church Treasurer.
- Cards may be checked out only on Tuesday and Friday mornings when the Office Manager is available. A form kept in the church office must be completed and signed by the user. Return of the card must be verified with the Office Manager's signature on the form. If the Office Manager is not available, the Treasurer can do it.
- The Office Manager will photocopy the front and back of all cards and keep them on file.

Two more credit cards are tied to the church's account. One will be used for the Backpack Program and one for Furnishings Ministry. The cards will be held by the Leads for those two ministries.

- The church's credit card account has a limit of \$1000.00 and is shared by all card holders.
- Card holders are encouraged to monitor the credit account balance via mobile app or online. It would be wise to check the amount of credit available before making a purchase. Arrangements may need to be made for the Office Manager to pay off the balance so that the full amount of credit is available for a large purchase.
- Card holders can change from time to time, so it is the church Treasurer's (the "Authorized Officer" for the VISA credit cards) responsibility to contact Credit Card Services to change those names.

Adopted: July 14, 2021