

## Credit Use at Staples, Hocker's or Future Retailers

It is the policy of St. Martha's Episcopal Church that the following procedures be followed for all CREDIT purchases by all Committees or Parish Groups. Because a paper trail is required for auditing purposes these procedures apply for ALL church related activities and each and every purchase of supplies when credit is used:

1. The utilization of the stated credit options may occur **only** for St. Martha's activities and supplies.
2. The Treasurer must be given a paper receipt that is attached to the invoice designating the following information:
  - Name the Specific activity or supply.
  - List all items purchased.
  - Name the Committee or Group incurring the expense as this must be posted in the appropriate account by the Treasurer.
  - Write the Date & Purchaser must sign.
3. If an online purchase is made, then a printed confirmation receipt with the same above listed information is required.
4. If there is not adequate room on the receipt for the required information, use the Request for Payment Form to provide the information. This form can be obtained from Treasurer's folder.
5. The receipts **must** be placed in the Treasurer's folder as soon as possible after the purchase has occurred (not after the activity has occurred).
6. The Chairperson of each Committee or Group is responsible to inform their members (or purchasers) of this policy PRIOR to making purchases.
7. When purchasing items from Hocker's, please ask the cashier for the 10% discount before the sale is finalized. **The discount is not automatically deducted** when making the charge purchase.

Approved by Vestry: August 21, 2017

**St. Martha's Episcopal Church Debit Cards Policy and Agreement  
For Operating & Restricted Accounts**

It is the policy of St. Martha's Episcopal Church to authorize the parish Treasurer, Assistant Treasurer(s), Rector and Administrative Assistant each with use of parish debit cards for the purpose of conducting parish business. St. Martha's debit card users and debit limit approvals are at the discretion of the Vestry. Policy requirements are as follows:

1. The St. Martha's debit cards are the property of St. Martha's Episcopal Church and authorized users shall take the necessary precautions to ensure the safekeeping of the cards.
2. Each card user must read and sign St. Martha's debit card policy and agreement.
3. The Senior Warden is responsible for assuring that each card user receives, reads, and signs a copy of St. Martha's Debit Card Policy and Agreement. **The signed copies of the Policy and Agreement will be kept in the locked Finance File Cabinet for safe-keeping.**
4. St. Martha's debit cards may not be used for personal expenditures of any kind.
5. The Treasurer, Assistant Treasurer(s), Rector and Administrative Assistant may only use St. Martha's debit cards to pay for services and purchases which require a debit card (automatic) payment. Any exceptions must be reviewed and approved by the Vestry.
6. The total amount of each individual charge that can be made on the debit cards **may not exceed \$500**. Amounts over \$500 must be approved in writing by the Vestry prior to the charge. **Exceptions are permitted if the charges are for items listed on the "Regularly Occurring Expenses" Sheet.**
7. Supporting documentation is required for all purchases made with the debit cards – includes online printed confirmation of purchase/receipt, packing slip, etc.
8. **Each debit card statement will be reviewed by a member of the Finance Committee. Said member will sign the statement verifying its legitimate use. Any debit card irregularities will be reported to the Senior Warden immediately.**

As \_\_\_\_\_ (Title) of St. Martha's Episcopal Church, I have been granted use of the parish debit cards. I agree that I will use these accounts only for bona fide, acceptable business purposes related to St. Martha's Episcopal Church, and I will not use these cards for personal purposes.

I understand that I must submit **all** supporting documentation and account designation at the time the bank statement is received. If the amount is not designated, the Treasurer will note expenditure type and the account to which it is to be designated. I understand that failure to abide by this debit card policy will result in loss of debit card use privileges.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Revised 7-17-18

Vestry Approved 7-23-18