

## **Archdiocese of New Orleans Credit Card Policy**

It is the recommendation of the Archdiocese that all agencies and parishes eliminate the use of organization credit cards. Vendors should be instructed to invoice the organization directly if at all possible or employees should submit expense reimbursements for expenses incurred on the behalf of the organization.

If it is absolutely necessary to maintain organization credit cards, the number of cards issued, the card activity and the credit limits should be kept to a minimum. The organization must have appropriate credit card policies in place. All employees that are issued a credit card must sign an acknowledgement form acknowledging that they have read the credit card policy and understand that cardholder privileges will be terminated for not following the credit card policy.

It is recommended that debit cards not be used at all.

## Sample Credit Card Policy

### Purpose

To establish rules governing the use of organization credit cards issued to employees. Use of credit cards should in no way affect established purchasing policies, but rather provide an alternative method of payment in rare circumstances.

### Guidelines

1. The card may be used for business purposes only. The use of the card for personal expenses is strictly prohibited.
2. The card will have a credit limit of \$1,000 (*may set different limits for different employees*).
3. Use of the card for cash advances, traveler's checks and electronic cash transfers are prohibited.
4. All purchases will be within current budget line item amounts.
5. The person issued the card is responsible for its protection and custody, and shall immediately notify the credit card company and organization if it is lost or stolen.
6. Employees must provide the finance office with original itemized receipts to support all charges in a timely fashion. Receipts must show the date, purpose, and name(s) for which the expense was incurred.
7. Any person using a credit card for purchases that cannot be substantiated as a necessary purchase for official business will be subject to disciplinary action.
8. The credit card statements should be reviewed by the Pastor/Principal/Executive Director or other designated appropriate person.
9. Any person issued the card must immediately surrender the card to the organization when employment has ended.
10. All employees issued a credit card must sign an acknowledgement form stating that he or she has read and understands the policy and procedures governing credit card use.
11. Violations of this policy will result in loss of use of the credit card and possible disciplinary action and/or dismissal.

## SAMPLE CREDIT CARD POLICY ACKNOWLEDGEMENT FORM

Name: \_\_\_\_\_

I have read the Organization's credit card policy and understand its provisions, and I agree to comply with the policy.

I understand that the credit card is to be used for work related purchases only.

I understand that if I do not abide by the credit card policy the use of the organization credit card will be terminated.

Date \_\_\_\_\_

Signature \_\_\_\_\_