

CREDIT CARD POLICY

Episcopal Diocese of the Rio Grande

POLICY:

All credit card charges made on Diocese of the Rio Grande credit cards must be properly documented and submitted to the appropriate office for approval in a timely manner.

SCOPE:

This policy applies to all personnel in the Diocese of the Rio Grande and its subsidiaries.

PROCEDURE:

It is the responsibility of the Finance Committee to approve all cardholders and to determine the appropriate limits for each card. Cardholders will execute an agreement acknowledging receipt of this policy.

DRG credit cards should be used only for official DRG business, not personal expenses.

DRG credit card statements should be mailed to Diocesan House directly, not to any individual's address.

All credit card charges should be properly documented (i.e., purpose, attendees, etc.) and substantiated by receipts attached to the statement, which must be approved and reconciled monthly.

The Canon to the Ordinary or, in his or her absence, the Diocesan Business Manager, must approve the expenses prior to submission of the bill to Accounts Payable for payment.

No one may approve his or her own charges.

The balance is to be paid on time and in full every month so as to avoid late fees and accrued interest.

The card must be surrendered upon termination of employment to the Finance Committee. The Business Manager will close the account and destroy the card.

The DRG reserves the right to conduct a credit background check on any employee issued with a DRG credit card.

FORMS:

Personnel Credit Card Agreement

Approved by Standing Committee: October 4, 2017