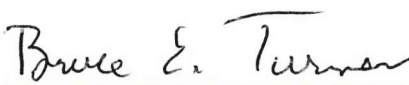
 <p>Unitarian Universalist Congregation of Las Vegas (UUCLV)</p> <p>Policies, Procedures, and Guidelines</p>	Policy: 3.03	Date: 3/27/2020	Page 1
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UUCLV Credit Card Policies

Policy Statement

This policy is designed to give members and employees of the congregation access to credit cards as a method of payment for UUCLV expenses rather than their personal funds.

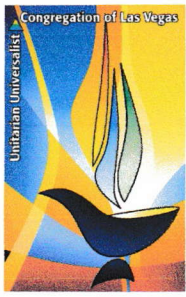
Responsible Parties: The UUCLV Board of Trustees is responsible to implement this policy and follow through with its provisions.

Procedure

When goods and services are procured for the church, the vendor should be requested to bill the church so payment can be made directly to the vendor. This is especially important for large purchases since it will allow the Treasurer to arrange to make incremental payments when needed. Normally these billing issues are handled through checking accounts. These policies cover an event when a purchase requires credit card payment.

The church has established accounts with many local businesses that send monthly statements for payment. When dealing with these businesses, only charges that have been pre-approved by

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the Minister or Treasurer should be placed on the church's credit card account. Invoices or statements are submitted to the Treasurer.

Personal items may not be charged at any time for any reason.

There will be NO cash withdrawals.

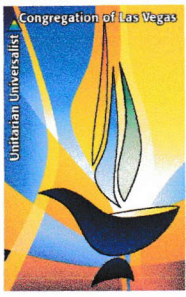
Accidental misuse of the credit card must be immediately reported to the Minister and Treasurer.

Questionable or intentional misuse of the credit card will result in:

1. First Offense – written warning
2. Second Offense – disciplinary action decided by the Personnel Committee with the Minister and Board's knowledge.

The Board of Trustees, via the Treasurer, will enforce these policies. The Treasurer or Finance Committee will periodically review statements to ensure that documentation policies and credit limits are followed and take suggestions on changes to these policies.

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Attachments

3.03a Instructions on Credit Card Use

3.03b UUCLV Credit Card Usage Agreement