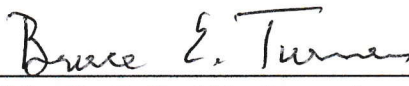
 <p>Unitarian Universalist Congregation of Las Vegas (UUCLV)</p> <p>Policies, Procedures, and Guidelines</p>	Policy: 3.03a	Date: 3/27/2020	Page 1
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Your US Bank Credit Card


We have a non-profit checking account at US Bank and with that account comes five credit cards. Existing Credit Cards and limits are as follows:

- The main credit card (Master Account)
- Minister's card, up to \$2,000
- Faith Development card, up to \$1,000
- Building Repairs card, up to \$500 per month
- Office Administrator card, up to \$500 per month
- Food Service Provider card, up to \$200 per month

The spending limits are controlled by a software program managed by the Treasurer. The statements arrive as one combined, electronic account to the church main account.

Appropriate expenses are registered on the card and signed for by the person to whom it is assigned. Purchases are verified by a receipt and expense requisition presented to the Treasurer for reconciliation.

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As long as all charges are appropriate, the card holder holds no liability if the card is stolen or compromised. If the charges are personal, or somehow not appropriate to church business, the employee will be responsible for paying for those charges.

If an employee has a question about what is appropriate, seek approval (we suggest the use of a pink slip) prior to spending.

Report problems with your card to the Treasurer.

Report a stolen card to US Bank by calling 1-866-485-4545.