

	Unitarian Universalist Congregation of Las Vegas (UUCLV)	Policy: 3.03b	Date: 3/27/2020	Page 1
		Board Approval: <i>Bruce E. Turner</i>		
Policies, Procedures, and Guidelines				

UUCLV Credit Card Usage Agreement

Credit cards will be acquired with the church-approved limit for church-authorized purposes.

Church credit cards are available to staff members and volunteers with Board approval. These cards are to be used only for purchases for the church. Statements and sales receipts must be submitted to the Treasurer along with a purchase requisition stating the account to be charged and approval by appropriate staff or committee chair. Payment will be made directly to the credit card company. Statements must be submitted in a timely manner to avoid late charges.

Credit limits must be respected. Over-limit charges will be charged to the card holder's ministry.

I have read the Church Credit Card Usage Policies and I understand and agree to abide by the terms.

Name: _____

Please Print

Signature: _____ Date: _____

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