

ST. JAMES MISSIONARY BAPTIST CHURCH PURCHASE CARD USAGE AND ACCEPTANCE AGREEMENT

THIS AGREEMENT made this first day of _____, by and between _____
_____, a church organized under the laws of the State of _____.

WITNESSETH THAT:

In consideration of the agreements hereinafter contained the parties hereto agree as follows:

1. The Church agrees to issue any Individual(s) affiliated with the _____
_____ a credit card for ministerial use pending approval of the Board of Directors.
2. The Individual(s) approved by the Board of Directors to hold a church credit card agrees to adhere to following policies:
 - a. A receipt should be provided within 10 days of the charge. A credit card statement does not count as receipt for IRS record-keeping requirements.
 - b. If all the receipts are not turned in to the church financial office/officer within 10 days, the ministry will forfeit the usage of the card for 90 days. In this event, the ministry will have to request a check to make purchases.
 - c. All charges should be used for items purchased in the normal course of daily business operations. Charges could include items such as office supplies, special on-line orders, fuel charges for church-owned vehicles or individuals vehicles if performing a duty for church.
 - d. In order to obtain a Credit card the Individual must request a written (Credit Card Request Form) for approval by the Board of Trustees.

- e. Detailed receipts must be retained and attached to the credit card statements.
In the case of meals and entertainment, each receipt must include the date, time, names of all persons involved of the purchase, in accordance with Internal Revenue Service regulations.
- f. Personal charges are prohibited on the purchase card. Any violations will cause the ministry card to be revoked.
- g. Cardholders will be required to sign an agreement indicating their acceptance of these terms. Individuals who do not adhere to these policies and procedures will risk revocation of their credit card privileges and/or disciplinary action.

3. By signing below the Individuals agrees to all procedures listed above.

In WITNESS WHEREOF, the Church has caused this Agreement to be executed by its duly authorized officers and Pastor has hereunto set his hand and seal as of the date first above written.

CHURCH: _____

By: _____
Director of Operation

Pastor

Attest: _____
Secretary

Date

AGREEMENT FOR PURCHASE CARD USAGE

THIS AGREEMENT made on _____, by and between _____
_____ and _____.

I, as an authorized and approved cardholder have been trained and fully understand and agree to all policies set forth by the Board of Trustees of The Historical St. James Missionary Baptist Church.

I agree to submit on a monthly basis all receipts that have been made on my behalf.

I agree that if I fail to return ALL receipts, my privileges to the use of the purchase card will be revoked.

(Cardholder Assigned)

(Witness)

(Witness)

(Date)