

Florida Conference Credit Card Policy

DISTRIBUTION: All Employees of The Florida Conference

ORIGINATING DEPARTMENT: Personnel Committee of the Council on Finance and Administration

SUBJECT: Establish a policy specifying appropriate use of Conference issued credit cards

EFFECTIVE DATE: October 1, 2008

APPROVED BY: CFA Personnel Committee

1. POLICY:

The Florida Conference of The United Methodist Church has a credit card program to provide a convenient method of payment for business expenses. This process reduces the need for administration of travel advances as well as ensures that appropriate control procedures are in place to manage such credit. **Conference issued credit cards are not to be used for personal purchases under any circumstances.** Use of the credit card for personal reasons is considered a violation of Conference policy and will result in disciplinary action up to and including termination of employment and may lead to criminal prosecution. Because the Conference remains ultimately liable for the charges on each credit card, Financial Services will regularly review the credit card statements to ensure that there are no unpaid balances. Failure of the cardholder to submit the statement with supporting documentation for payment each month will result in forfeiture of the credit card and garnishment of wages for the balance paid by the Conference.

PROVISIONS:

The Department Director must request a credit card for an employee. The request must be in writing and submitted to the Assistant Controller. In addition, each employee must sign a Credit Card Agreement that states that the employee is personally responsible for any charges on the card and the Conference may recoup any losses they incur through payroll deductions.

Conference issued credit cards are for business purposes only and are not to be used by anyone other than the Cardholder.

If the credit card is lost or stolen, the cardholder shall notify the credit card company and the Conference Controller immediately.

The credit card, although issued through the Conference, functions in the same way as any other personal credit card. You are personally responsible for timely submission of the statement to Financial Services with supporting documentation for payment each month.

Each month Financial Services will receive all Conference credit card statements directly from the credit card vendor. The statement will then be forwarded to each cardholder for their review.

The statement must be submitted, along with all required original receipts, (do not include the monthly statement as the receipt) to your supervisor for approval. The approved statement must then be returned to Financial Services for payment. **You are personally responsible for any late charges, interest or penalties incurred by not promptly submitting the statement to Financial Services for payment.**

The credit card is the property of the Conference. When you terminate your employment with the Conference you must return the card. Cut the credit card in half, turn it in to your supervisor and clear your credit card account. These actions must occur before you receive your final paycheck.

If the Conference is held liable for credit card charges incurred after an employee is no longer in the service of the Conference, the department that employed the worker will be responsible for paying those charges.

**FLORIDA CONFERENCE OF THE UNITED METHODIST CHURCH
CREDIT CARD AGREEMENT**

I, _____, (Print Name) certify that I have read and understand the Florida Conference of The United Methodist Church credit card Policy. I understand the card is to be used exclusively for payment of Conference business expenses. The credit cards are not to be used for personal purchases under any circumstances.

I understand that I am personally responsible for any charges on the card and the Conference may recoup any losses they incur through payroll deductions.

I understand that I am personally responsible for the timely submission of statements with supporting documentation and I will be personally responsible for any late charges, interest or penalties incurred by not promptly submitting the statement for payment.

I realize that any violation of Florida Conference of The United Methodist Church credit card Policy will be grounds for disciplinary action up to and including termination of employment and may lead to criminal prosecution.

Print Name

Signature

Date