

SALEM LUTHERAN CHURCH  
**CONTINUING RESOLUTION**  
**# CR2001-02**

WHEREAS, a need has been identified to provide credit cards for use by particular individuals at Salem Lutheran Church for the purchase of goods and services for instances when payment by cash or check is not expedient, practical, or desirable, and

WHEREAS, the Congregational Council has considered this request, but feels that it is important that a policy regarding credit cards be enacted prior to the obtaining and use of credit cards, and

WHEREAS, the Treasurer has drafted such a policy which will provide the necessary guidelines for the use of credit cards at Salem Lutheran Church;

NOW, THEREFORE, BE IT RESOLVED by the Congregation Council of Salem Lutheran Church that the attached Credit Card Policy is hereby adopted for the purchase of goods and services as it relates to the conduct of Salem Lutheran's business.

PASSED THIS 20<sup>TH</sup> DAY OF FEBRUARY, 2001, A.D.

---

President, Salem Lutheran Church

ATTEST:

---

Secretary

## **SALEM LUTHERAN CHURCH**

### **CREDIT CARD POLICY**

February 20, 2001

**Purpose:** To allow Officers and Staff to purchase goods and services directly from vendors when those items are needed, but it is not expedient, practical, or desirable to have either a check or cash available when payment is demanded.

1. The Treasurer will select a company to use to obtain the necessary credit cards and establish a line of credit with that company. Consideration will be given a company who can meet the general purchasing needs of the various Church functions and the billing and payment requirements of the Salem Lutheran.
2. All persons issued a credit card must sign an acknowledgment form recognizing their responsibility to comply with Salem's policy regarding credit cards.
3. The Treasurer will establish appropriate credit limits for each card, recognizing that individual cards may vary with the types of goods and services which are anticipated to be acquired.
4. The use of this card is restricted for Salem Lutheran Church to acquire goods and services which are appropriate for the conduct of Salem's business.
5. Each person who is issued a card is responsible to make sure that any charges are authorized church expenditures and that adequate monies are available within the approved budget for their area of responsibility.
6. No personal expenditures are allowed by any persons with the credit cards, even if the intent is to re-pay Salem Lutheran at a future point.
7. Credit Card Bills submitted to the Financial Secretary for payment must include supporting documentation, such as receipts and invoices, which clearly show what goods and services were purchased using the credit card.

**SALEM LUTHERAN CHURCH  
CREDIT CARD PROGRAM  
Cardholder Agreement**

---

---

1. Cardholder is authorized to purchase goods and services utilizing the Salem Lutheran Church Credit Card.
2. Goods and services may be purchased, consistent with your responsibilities at Salem Lutheran, and to satisfy legitimate Salem Lutheran Church needs.
3. All purchases shall be made in accordance with applicable Salem Lutheran Church purchasing policies and the Salem Lutheran Church Credit Card policy.
4. No personal expenditures are allowed.
5. Understand that you will need to submit timely monthly payment requests to the Financial Secretary of the monthly credit card bill to avoid your personal reimbursement to Salem Lutheran Church for interest charges.
6. This authorization shall cease upon your separation of applicable responsibilities and/or employment with Salem Lutheran Church.
7. Please acknowledge your review and understanding of the various provisions of the above referenced agreement by signing below and returning the original signed copy to the Church Treasurer.

I have read and understand this agreement and the attached Credit Card Policy dated February 20, 2001. I assume the responsibility and liability associated with the use of the Card that is being issued in my name. I understand that this Card is to be used for Salem Lutheran Church business purposes only, as defined in the agreement and policy. Further, I understand that improper use of this Card on my part, failure to maintain proper records, or failure to report discrepancies against the Card may result in consequences which will appropriately rectify the situation now and in the future.

\_\_\_\_\_  
**Print Cardholder Name**

\_\_\_\_\_  
**VISA Account Number**

\_\_\_\_\_  
**Cardholder Signature**

\_\_\_\_\_  
**Date**