

# Policy on Use of the AUUC Credit Card

Approved by BOD in April 2017

The Accotink Unitarian Universalist Church (AUUC) may provide AUUC staff members or other approved users with a credit card to facilitate purchasing of required services or goods. Such credit cards are the property of AUUC and are to be used only for AUUC purchases. **AUUC credit cards will not be used for personal expenses under any circumstances.**

The following policies are to be used by AUUC credit card holders and other approved users:

1) The Minister is the supervisor for all paid staff and may approve purchases for paid staff and other approved users. Committee Chairs, the Board President, the Program Council Chair, or the Financial Advisor may approve purchases on behalf of the Minister, or for other approved users.

All purchases must be approved in advance. This approval is intended to ensure the supervisor and/or church leadership are aware of anticipated purchases. Verbal approval is sufficient for all purchases less than \$50. The following routine purchases do not require separate approval:

a) Office and bathroom supplies such as paper, pens/pencils, staples, toilet paper, paper towels, or other items used in the day-to-day conduct of business, unless the purchase would exceed routine requirements.

b) Food purchases for special events unless the purchase would exceed the amount budgeted for the event.

c) Paint, building supplies, and other maintenance purchases unless the purchase would exceed the amount budgeted for the activity.

c) Classroom or curriculum materials unless the purchase would exceed the amount budgeted for the activity.

d) Minister and Director of Spiritual Development (DSD) professional expenses. The minister and DSD manage their professional expenses within budgeted amounts.

2) Any purchase over \$50 (except routine purchases listed in paragraph 1 noted above) must be approved in writing. Written approval may be granted by e-mail, text message, or annotation on a note or other document requesting the approval. A copy of the approval will be provided to the Treasurer in accordance with documentation requirements in paragraph 3.

3) All purchases (including those verbally approved, approved in writing, or exempt from separate approval) will be documented by providing the following information to the Treasurer within seven (7) days of purchase completion:

a) A copy of the written approval (if required by paragraph 2)

b) A copy of the purchase receipt showing the date of purchase, vendor, specific item(s)/service(s) purchased, and applicable committee or expense account to be debited (e.g. office supplies, minister, committee, etc.). If additional space is needed, the receipt may be attached to a separate piece of paper containing the required information.

4) Unauthorized or improper use of the AUUC credit card may result in disciplinary action up to and including termination of employment.