



POLICY HANDBOOK

POLICY NUMBER: 31

TITLE: Diocesan Credit Card

DATE APPROVED BY DIOCESAN COUNCIL: AUGUST 27, 2010

The purpose of these policies is to provide appropriate controls over diocesan funds in order to maintain the trust of those whose gifts make possible our common work. It is a necessary responsibility of our stewardship. While documentation may be considered adequate to substantiate that the purchase is an appropriate Diocesan expenditure, it may not meet the IRS requirements for exclusion from reporting as employee income.

The policy of The Diocese of South Dakota regarding diocesan credit card usage is as follows:

1. Business and travel expenses shall be paid with your diocesan credit card whenever possible.
2. The diocesan credit card shall only be used for business purposes. Any personal expenses that are inadvertently charged to the diocesan credit card should be reported to the Administrator within five (5) days of the purchase and should be reimbursed to the Diocese immediately. Frequent "inadvertent use" may result in the loss of credit card privileges.
3. The employee shall provide receipts to the Administrator, prior to the statement billing cycle, for all charges. Upon receipt of the credit card statement, if all receipts are not accounted for, a copy of the statement will be provided to the employee. The employee shall then be responsible to obtain the receipt to account for the business expense.
4. If the employee is unable to obtain a receipt, the expense should be documented with an explanation of the charge and the reason a receipt was not obtained. The employee may be required to reimburse the Diocese for expenses that have missing receipts or that lack appropriate business purpose documentation. Consistent failure to provide receipts may create a presumption of personal use, and may result in the loss of credit card privileges.
5. When using the credit card for online purchases, a printout of the confirmation for the purchase is acceptable as a receipt. For other purchases original receipts, rather than photocopies, are expected to be provided whenever possible.
6. When the credit card is used for business meals, diners' names and the purpose of the business meal should be written on the receipt or otherwise documented.

7. No alcoholic beverages may be purchased with the diocesan credit card. If alcohol is paid by the diocesan credit card, it will be required that the employee reimburse the Diocese that amount, plus any corresponding gratuity that was included on the credit card charge.
8. Care should be taken by the employee to keep separate files for documentation of expenses paid by the diocesan credit card and those paid for by cash or a personal credit card. Reimbursements for diocesan expenses paid for by cash or a personal credit card shall be submitted separately. Requests for reimbursement of expenses paid for by using a diocesan credit card is a fraudulent action. Credit card statements will be reconciled with reimbursement requests and any abuse shall be reported to the appropriate authority for action.
9. Possession of a diocesan credit card is a privilege and misuse may result in the Bishop or Diocesan Council revoking this privilege.