

Forest Hills Presbyterian Church
Martinsville, Virginia
Credit Card Procedure

Endorsed by Session [11/19/12]

Reviewed by Session [6/22/15]

Background Information:

There are three FHPC credit cards. They are issued for church employees and have the following names on them, Bradley D. Long (Pastor), Martha H. Heffinger (DCE), and Martha H. Sherwood (Treasurer).

General Procedure Statement:

All usage of any Forest Hills Presbyterian Church credit cards shall be within the annual budget or pre-approved by Session.

The church credit card, in the Treasurer's name, may be requested for use by a member for church purchases only. Prior approval shall be given by the appropriate Ministry Chairperson/Session Liaison who shall notify the Treasurer by email of the intended use.

Procedure Details:

Procedure using the Credit Card Request for Use Form:

- Check out credit card:
 - Make arrangement with either the Office Manager or Treasurer to borrow
 - Go to the church office
 - Complete the paper work to check out credit card:
 - Record date
 - Record name of member
 - Complete purpose of use
 - Member sign
 - Office Manager or Treasurer sign
- Return the credit card:
 - Make arrangement with either the Office Manager or Treasurer to return
 - Go to the church office
 - Complete the paper work to return credit card:
 - Record date
 - Office Manager or Treasurer sign
 - Record receiving all receipts and the authorization
 - If the authorization is not signed, place in appropriate box for approval and note on Request for Use Form.

Notes: Revised by Finance/Stewardship Ministry 4/13/14

