

Parish Charge account, Credit &/or Debit Card Agreement
for Parish & School Employees

Congratulations! You have been granted the privilege of having a Parish credit/debit card, or being an approved charge account signature. Your participation in this program is a convenience that carries responsibilities along with it. Although this card may be issued in your name, it is Parish property and must be used with good judgment. **By signing this agreement, you acknowledge that you understand and will comply with all of the Parish guidelines, as listed below.**

I, as an authorized and approved cardholder/signatory have been trained and fully understand and agree to the following terms and conditions regarding the use and safekeeping of the credit/debit card (or charge account authority) entrusted to me:

1. I accept full personal responsibility for the safekeeping of the card assigned to me, and that absolutely no one, other than me, is permitted to use the card assigned to me. All charges download as a 'receivable' and therefore are ONLY associated directly to the cardholder.
2. I will be making financial commitments on behalf of the Parish and will obtain fair and reasonable prices. **For Example: No First-Class Tickets**
3. I will submit my Expense Report to the Parish at least monthly, showing expenses incurred with all required receipts attached.
4. I understand that I am personally responsible for obtaining ALL original detailed receipts (purchase and credit documents) and submitting them in accordance with Parish credit card/charge account procedures, for those purchases where a receipt is required.
5. When I use my card/privilege, I understand that these purchases will result in a "receivable" against me and I am responsible for repayment of any of these charges deemed not allowable when Expense Reports are submitted to the Parish. I further understand that any unallowable amount must be repaid to the Parish within 30 days after the Expense Report has been filed.
6. In the event that I fail to repay any non-allowable amount, the Parish is authorized to withhold the full amount from any payment (s) due me from the Parish, including payroll checks, as repayment. I understand that failure to follow these provisions more than once within any 12-month period will result in suspension of my credit card.
7. I will not use the card/privilege for non-Parish related expenses, unauthorized purchases, or for personal purchases. I will immediately report, in writing, a non-Parish purchase made in error and repay the amount immediately.
8. I will immediately report the theft or loss of my card to the Pastor/Administrator.

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9. I understand that I cannot use the credit as a financial reference to obtain personal credit cards or loans.

10. I understand that any purchases made by me will be recorded and reviewed in management reports, to insure compliance with card guidelines.

11. I understand that failure to follow any of the above listed terms and conditions or if found to have misused the card/authorization in any manner may result in:

- Revocation of the privilege to use the card
- Disciplinary action
- Termination of employment, and/or criminal charges being filled with the appropriate authority.

12. I agree to surrender the card immediately upon request or upon termination of employment for any reason.

I, _____ hereby accept the above terms and conditions and acknowledge receipt of the credit card.

Employee Signature: _____ Date: _____

Pastor's Signature: _____ Date: _____

OFFICE USE ONLY:	
CHECK ALL THAT APPLY: TYPE OF CARD: <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> DISCOVER <input type="checkbox"/> STORE CARD <input type="checkbox"/> DEBIT CARD	
BANK/STORE NAME: _____	CARD #: _____
ISSUE DATE: _____ EXP DATE: _____ RETURNED DATE: _____	EMPLOYEE INITIALS: _____ PASTOR INITIALS: _____
BANK/STORE NAME: _____	CARD #: _____
ISSUE DATE: _____ EXP DATE: _____ RETURNED DATE: _____	EMPLOYEE INITIALS: _____ PASTOR INITIALS: _____
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ISSUE DATE: _____ EXP DATE: _____ RETURNED DATE: _____	EMPLOYEE INITIALS: _____ PASTOR INITIALS: _____