



BEREAN BAPTIST CHURCH

Fayetteville, NC 28314



March 23, 2009

Memorandum for BBC/A Employees

Subject: Debit and credit card usage

During the course of an employee's employment with Berean Baptist Church they may make use of a church credit card, debit card, or charge account with one of our vendors. Only expenses that are directly related to church or school business are to be made. Receipts are to be turned in, with an appropriate purchase order, to the financial office within 24 hours of or the next business day after the purchase or charge. Any violations of this will result in the revoking of the employee's privilege to make purchases. When an employee signs out a card to make a purchase, they are to understand that they are the only one approved to use that card. They may not pass the card on or give it to another employee to use. It is their responsibility to turn it back in immediately after use. Depending upon the severity of the abuse, restitution and/or suspension of pay and/or termination of employment may result.

Some employees will be entrusted with a church debit or credit card that also bears the employee's name listed on the card. It is understood that these cards are meant for church business only and nothing personal. Should an employee abuse the privilege of possessing such a card, their card and access to it will be terminated. It is also to be understood that all receipts are to be turned in, with an appropriate purchase order, to the financial office within 24 hours of or the next business day after the purchase or charge. Failure to properly account for expenses in a timely manner will result in the forfeiture of the employee's debit or credit card privileges. Depending upon the severity of the abuse, restitution and/or suspension of pay and/or termination of employment may result.

It is also the policy of Berean Baptist Church that no employee may use a church credit/debit card to withdraw cash or receive cash back at the time of a purchase. PIN numbers for debit cards will be issued only when necessary; otherwise debit cards will be run as credit. PIN numbers are confidential and are not to be given to anyone else. Any violation of this policy will result in restitution and the employee's termination.

Sincerely,

Steven Wilson
Executive Pastor