INSERT CHURCH NAME (“the Parish”) will issue company debit cards (“bank cards”) to certain named individuals for use in their work for the parish. This policy sets out the acceptable and unacceptable uses of such bank cards.

* use of parish-issued bank cards is a privilege that the Parish may withdraw at any time, with or without cause. Upon the termination of the role at the Parish, all Parish bank cards must be returned to [insert job title]
* the individual in possession of a Parish bank card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel. Card numbers may not be distributed and should not be saved in online accounts
* any Parish bank card issued to an individual must be used for business purposes only, and for purposes in conjunction with the individual’s role. Individuals with such Parish bank cards shall not use them for any non-business purpose. Non-business purchases are considered any purchases that are not for the benefit of the Parish
* business-related expenses, such as food and lodging while on Parish-approved business travel, may be purchased on the Parish bank card. Limits will be agreed with [insert name/title] prior to travelling
* [The PCC has limited transactions to £25 per transaction/£50 per month.] Any purchases in the amount of more than £50.00 must be approved prior to purchase. The individual must submit the purchases request in writing to [insert job title/an Authorised Signatory] and receive approval in writing before making the purchase. A copy of the purchase approval should be attached to the receipt and both submitted when submitting the receipt
* the individual in possession of the bank card is responsible for receiving, printing and retaining all receipts related to purchases made on the Parish bank card. If a receipt is lost, a written description of the items and cost of the purchase must be maintained and submitted. The individual may be responsible for the cost of purchase(s) where no receipt is retained
* receipts should be submitted to [insert job title/Treasurer] within one week of the date of purchase. All receipts should be labelled with a description of what the purchase was for to ensure proper accounting of the purchase
* if any individual uses a Parish bank card for a personal purchase in violation of this policy, the cost of such purchase(s) will be the financial responsibility of the individual and steps may be taken to recover the amount
* if any employee uses a Parish bank card for a non-personal purchases that is not within the scope of the employee’s duties or the employee’s authorisation to make business-related purchases, the cost of such purchase(s) will be the financial responsibility of the individual and steps may be taken to recover the amount
* in addition to financial responsibility and liability for the debt incurred, misuse of the Parish bank card could lead to withdrawal of the card, termination of the individual’s role or, in the case of an employee, disciplinary action
* this policy will remain in effect as long as the individual has a Parish bank card or until a new policy has been issued and which clearly indicates that it is intended to be a replacement of this policy

**Policy Acknowledgement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby acknowledge that I have received a corporate debit card. I have been provided with and read the debit card policy, and I understand that I am responsible for complying with the policy rules. I understand that violations of such policy may result in consequences including cancellation of my card or my termination.

I further acknowledge that I understand that if I make any personal purchases in violation of this policy the amount of such purchases I shall be liable for repayment of the amount to the church. I further agree that if I make any non-personal transactions in violation of the policy in question, I am financially responsible for any such expenses and shall be liable for repayment of the amount to the church.

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Signature of card holder date

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Signature of Church Representative date

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