

Episcopal Diocese of  
**NORTH DAKOTA**

**Diocesan Credit Card Policy**

The purpose of this policy 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.

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

1. Diocesan credit cards shall only be used for business purposes. Items purchased must be attributed to a budget line item or current project. If there is a question as to whether there are sufficient funds for the purchase, consult the Diocesan Administrator before the purchase is made.
2. No charges for personal use shall be made on diocesan cards. Any personal expenses that are inadvertently charged to the diocesan credit cards should be reported to the Diocesan 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 Diocesan Administrator, immediately, for all charges. Original receipts are expected to be provided whenever possible; however, photocopies or scans are acceptable. 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.
6. No alcoholic beverages may be purchased with the diocesan credit card. If alcohol is purchased using 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.
7. Diocesan credit cards may not be used to obtain cash advances.
8. The only person entitled to use the credit card is the person whose name appears on the card. Credit cards are not to be lent nor should the account number be given out.

9. Possession of a diocesan credit card is a privilege. Authorization of credit card holders will be approved by the Bishop or Treasurer. Misuse may result in the Bishop or Diocesan Council revoking this privilege.
10. Oversight of credit card charges will be handled by the Administrator and the Treasurer or a designated member of the Finance Committee.
11. A list of current credit card holders will be maintained at the Diocesan office.

*Approved by Finance Committee August 2016.*

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### **Addendum**

Current credit card holders (as of June 2016):

1. Michael Smith – U.S. Bank Visa card
2. Leisha Woltjer – U.S. Bank Visa card
3. John Floberg – Lowe's card
4. Paul Zaharia – Menards card