

Credit Card and Gift Cards

Policy No. 431

- Policy Statement:** The parish priest, a parish staff or a parishioner is not permitted to obtain a credit card in the name of the parish.
- Intent of Policy:** To reduce the potential liability to parishes by unauthorized use of credit.
- Procedure:** Purchases on behalf of the parish can be made by:
- a) Payment with personal funds
 - i) A purchase made with a person's personal funds is reimbursed by the parish upon presentation of the appropriate receipt(s).
 - b) Advance from the parish

A cheque is issued by the parish to the person making the purchase for the approximate amount of the purchase.

After the purchase is made, the receipt is given to the parish and if

 - i) the purchase is less than the cheque issued, the person returns the difference to the parish.
 - ii) the purchase is more than the cheque issued, the parish reimburses the person for the difference.
 - c) Personal credit card of the parish priest used exclusively for parish purchases
 - i) As the credit card is in the name of the parish priest, he must pay the statement first, and then he may obtain reimbursement from the parish.
 - ii) The parish is not responsible for service charges, interest fees, or late charges.
 - iii) The annual cost of the credit card can be paid by the parish if it provides a benefit to the parish, such as an annual rebate.
 - iv) A parish priest personal credit card that offers benefits that accrue to the priest cannot be used solely for parish purchases.
 - d) Pre-loaded debit or gift cards
 - i) The parish may purchase pre-loaded debit or gift cards for parish expenditures.
 - ii) Receipts for parish expenditures must be matched to the cards by the parish bookkeeper/accountant.