

# SAMPLE: CHURCH CREDIT CARD AGREEMENT



This agreement is part of the church's accounting policies. It clarifies the terms of use for church credit cards issued to recipients. This agreement is intended to document the understanding, acceptance and compliance for the recipient to adhere to the church credit card policy. Each recipient, issued a church credit card, shall use it properly and understand their limitations and responsibilities.

<b>RECIPIENT NAME</b>	<b>RECIPIENT DEPARTMENT</b>	<b>RECIPIENT MANAGER</b>
<b>DATE CARD ISSUED</b>	INITIAL LIMIT _____	LAST FOUR DIGITS _____
	<input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> PEX <input type="checkbox"/> OTHER	

- I have read, understand and will comply with the church credit card policy.
- I will protect the confidentiality of my card as listed in the credit card policy.
- I understand failure to comply, with the credit card policy, will result in lost credit card privileges and possible termination.
- I agree to return my credit card and applicable receipts and expense reports upon termination from the church (regardless of reason for termination).
- I have received proper training from my supervisor, manager or accounting team. I understand what my responsibilities are related to credit card spending.

\_\_\_\_\_  
RECIPIENT ACCEPTANCE

\_\_\_\_\_  
ACCEPTANCE DATE

\_\_\_\_\_  
MANAGER APPROVAL

\_\_\_\_\_  
APPROVAL DATE

\_\_\_\_\_  
ACCOUNTING APPROVAL

\_\_\_\_\_  
APPROVAL DATE

**DISCLAIMER:** This policy is a sample and is meant to provide general guidelines. It should be used for reference only and it doesn't take into account all national, federal or local laws. Also, this sample isn't a legal document. Neither the author nor CRI will assume any legal liability that may arise from the use of this sample. Always consult legal counsel before finalizing your policies.