

**Gateway Community Church
Corporate Card Policy**

1. Corporate card(s) are issued to GCC employees for the payment of expenses incurred in the conduct of church business. Corporate card(s) should not be used for personal expenses.
2. Charges on the card are the personal responsibility of the individual whose name is embossed on the card. Any transactions not properly documented and submitted as described below (see item #3) will be the cardholder's responsibility.
3. Each cardholder will receive a monthly statement of card activity and transactions. A receipt describing the transaction and its business purpose must support all transactions. Each cardholder should reconcile the monthly statement by attaching all supporting receipts/documentation and submitting the statement and all receipts to the financial assistant within seven business days of statement receipt. GCC will submit payment to the credit card company for approved transactions.
4. Payment of credit card balances will not be remitted until the cardholder has submitted a completed expense report and/or reconciled statement with attached receipts and/or documentation. Late charges or penalties incurred as a result of untimely submission of statements or receipts will be the responsibility of the individual cardholder.
5. Unauthorized or unidentified transactions or card activity must be researched by the individual card holder. The cardholder must report card theft or loss and/or any suspicious or fraudulent card activity to the credit card company and the church office immediately.
6. Corporate credit cards issued to GCC employees remain the property of Gateway Community Church at all times and will be surrendered upon termination of employment or upon request.
7. Failure to comply with GCC credit card use policy may result in the forfeiture of corporate card privileges.

Employee

Date

Church Official

Date