

CREDIT CARDS

Purchases of goods and services by parishes are ordinarily made through a vendor billing/payment system or with the prior approval of purchase orders. Ordinarily the pastor and/or his delegate(s) makes these purchases within the parish budget guidelines. All purchases require supporting documentation; e.g., receipts or invoices.

Credit cards may be issued in the name of the parish for legitimate parish expenses. **THEY MAY NOT BE USED FOR PERSONAL EXPENDITURES.** Any use of a parish credit card for ATM withdrawals for cash is strictly prohibited. Such misuse by the pastor may result in administrative removal from office (C.1741.5). In the case of other employees, such misuse may result in loss of position or employment.

Debit cards are not to be issued on parish accounts.

If a pastor or other person makes an authorized parish expenditure using a personal credit card for the purchase, he/she must submit supporting documentation (receipts). The parish shall only reimburse the pastor or other person for the authorized expenditure. The practice of the parish paying a pastor's personal credit card and deducting it from his salary or the parish paying the credit card bill and receiving reimbursement from the pastor is prohibited. These two practices would be in conflict with the "Parish Loan" policy as found on page A-18 of the Pastoral Manual.