<u>Borrowing a Church Debit Card Policy</u>

The purpose of the congregant borrowing a church debit card policy is to create an easy to understand, logical, smoothly flowing process. It also serves to protect the congregant borrower and the church body as a whole.

1. The First Presbyterian Church shall maintain one debit card which active members may choose to borrow when purchasing items for church related events.
   a. Church members may also choose to spend their personal funds when purchasing items for church related events and request a reimbursement from the appropriate committee overseeing the line item the reimbursement is to be drawn from.
2. The Office Manager of the First Presbyterian Church shall maintain a debit card borrower's list. The list shall contain the following information:
   a. Name
   b. **<u>Best</u>** phone number for making contact (cell, home, office)
   c. Date and time the church debit card was borrowed
   d. Date and time the church debit card was returned
3. The church debit card may only be borrowed by one person at a time for no longer than 48 hours (2 days).
4. The church debit card may NOT be transferred amongst different members needing to utilize it for church related events. The church debit card must be returned and re-borrowed by another member seeking to use it for another event.
5. When the church debit card is returned to the Office Manager **<u>all receipts</u>** for purchases made with the church debit card while borrowed must be returned to the Office Manager.
   a. Information included on the receipt(s) (or a separate attached piece of paper) shall be as follows:
      i. The date of the church related event for which monies were spent/date of purchase
      ii. The nature of the church related event for which monies were spent
      iii. The name of the line item in the budget from which the monies are being spent
   b. Should a reimbursement be requested, the above information (5a i-iii) shall be included with the receipt(s) as well as the name of the person to whom the reimbursement check should be made out to
6.