



BEREAN BAPTIST CHURCH
Fayetteville, NC 28314



Memorandum for BBC/BBA Employees

August 1, 2011

Subject: Ministry Purchases Policy

It is the policy of Berean that purchases are to be made by employees with his/her personal credit or debit cards or cash; however, some rare exceptions may apply and must first be approved by the Executive Pastor. The following memorandum highlights the policies for all ministry purchases made with a personal credit or debit card, cash or check, a church credit card, a church debit card or a charge account with one of our vendors.

When a purchase is made with a personal credit or debit card, cash or check, the employee is to turn in the receipt with a reimbursement form within a week before his/her credit card payment is due. He/she will have the money directly deposited into his/her checking account through the ACH process. If it is an employee that makes several purchases throughout the month, then we ask that you PLEASE turn in ONE reimbursement form for the whole month. This will save you and the accounting department a lot of time, paper and work.

In the event that an employee is entrusted to use a church debit or credit card, it is understood that these cards are meant for church business only and nothing personal. Receipts are to be turned in, with an appropriate purchase order, to the financial office within 24 hours of or the next business day after the purchase or charge. Any violations of this will result in the revoking of the employee's privilege to make purchases. If an employee signs out a card to make a purchase, they are to understand that they are the only one approved to use that card. They may not pass the card on or give it to another employee to use. It is their responsibility to turn it back in immediately after use. Should an employee abuse the privilege of possessing such a card, their card and access to it will be terminated. Failure to properly account for expenses in a timely manner will result in the forfeiture of the employee's debit or credit card privileges.

It is also the policy of Berean that no employee may use a church credit/debit card to withdraw cash or receive cash back at the time of a purchase. PIN numbers for debit cards will be issued only when necessary; otherwise debit cards will be run as credit.

For field trips, teachers should collect the money for the activity and submit it to the financial secretary for deposit. Teachers may then request a check from the financial office before the event to cover the activity cost or they may use his/her own credit or debit card for the event and then submit the receipts for reimbursement.

If there are any questions, the business manager would be happy to help or answer any questions you may have about it.

Sincerely,

Steven Wilson
Executive Pastor