

## Synod Credit Card Use Policy

The following policy covers the use of the synod MBNA credit card and describes responsibilities and procedures to be followed to insure against fraud and fiscal damage to the synod.

**Users of the cards:** There are two credit cards issued by MBNA for the synod's use. One is in the name of and retained by the Bishop, who is responsible for its security, and the other is in the name of the Office Administrator and retained in the synod office, for use by the Office Administrator, who is responsible for its security. The office card may be used by the Office Administrator for approved purposes as requested by Synod Committees, Mission (Affinity) Groups and only after approval by the Bishop or synod treasurer. A record of the requestor and the purpose and approvals will be maintained by the Office Administrator.

**Uses of the cards:** The MBNA credit card is to be used only for official synod business. No personal uses are authorized.

**Gasoline receipts:** Gas purchases will be only for the synod auto and/or synod business by the Bishop. Other synod business gas purchases for a non-synod owned auto will be reimbursed through normal expense procedures.

**Handling of receipts:** The Bishop will turn over to the Office Administrator all accumulated receipts when he is in the synod office. The Office Administrator will maintain all receipts received from the Bishop and those generated through use of the second card. Online purchase receipts will be accompanied by a packing slip from the purchase. "Shopping cart" lists are not acceptable receipts.

**Reconciliation of receipts:** The Office Administrator will reconcile receipts with invoices received and prepare payments. The treasurer will verify receipts and invoices and will make payments. Online access to the account is available to the Bishop, Office Administrator and treasurer and will be used on at least a weekly basis by one of them to insure no unauthorized charges are made. The synod council will also have access to account invoices and payment records as needed and requested.

**Audit of card records:** All documents associated with the card account will be available to auditors and will be included in the annual audit.

**Rebates/Rewards:** All rebates or rewards issued by MBNA or its affiliates earned by using the card will be made out to the synod organization, not to individuals and will be deposited in synod accounts. Rebates, rewards and points may be redeemed for gasoline cards, which must be used to purchase gasoline for the synod vehicle only. Service station receipts must be submitted bearing the license number of the receiving vehicle to verify the use of the card.

**Cash advances:** There will be no cash advances using this card.