

Credit Cards

Credit Cards are issued, provided and intended for Next Level Church ministry and event-related approved expenses only. The card is not to be used for personal purchases. Church issued credits are intended to be a benefit for staff members to make performing certain job functions easier. The following policy details the expectations that are the responsibility of each card holder:

- On a monthly basis, you will be required to submit an Expense Report with all receipts.
- Expense reports must be submitted by the provided due date.
- Repeated loss of receipts will result in personal payment of the items purchased.
- If the credit card is unintentionally used for a personal purchase, a personal check made payable to Next Level Church should be submitted at the time the expense report is submitted.

Three strike process:

Church issued credit cards are intended to be a benefit for staff members to make performing certain job functions easier. It is the responsibility of the staff member to follow the policies above. The following three strike process will be put into effect any time one of the expectations is not followed. This process lasts for a 12 month period which begins at the first offense.

1. **Strike One:** The staff member will be advised via email that they have not followed the credit card policy and asked to take corrective action. Their supervisor will also be notified. This will begin the 12 month process for the staff member.
2. **Strike Two:** The staff member will meet with the Executive Operations Pastor to discuss the second offense, reasons for it and to review consequences of a third offense.
3. **Strike Three:** The staff member will have their credit card revoked for a period of 6 months. During this time they will have to use their personal funds for church expenses and then submit a check reimbursement request. After 6 months their credit card will be reinstated. Any future violation of the policy within the 12 month period will result in an immediate 12 month revocation of the card.