

St. Martha's Episcopal Church

Payment Card Policy

Payment cards in the form of Visa debit cards are issued by PNC Bank on two accounts owned by St. Martha's Episcopal Church: the PNC Operating Account and the PNC Restricted Account. The Policy of St. Martha's concerning the use and security of these payment cards is as follows:

1. Only the Rector, the Senior Warden, the Treasurer, the Assistant Treasurer and the Administrative Assistant are authorized to make payments using the Visa debit cards.
2. The Visa debit cards are the property of St. Martha's Episcopal Church.
3. Authorized users of the VISA debit cards shall comply with the Church's Information Security Policy as it pertains to safekeeping of Cardholder Data, as defined therein. Authorized users of the VISA debit cards are required to sign the Agreement to Comply Form at Appendix A of the Information Security Policy.
4. The VISA debit cards may not be used for personal expenditures of any kind.
5. The total amount of an individual payment that can be made on the VISA debit cards may not exceed \$500. Amounts over \$500 must be approved by the Vestry prior to the payment. Exceptions are permitted if the payment is listed on the annual "Regularly Recurring Expenses" list approved by the Vestry.
6. Supporting documentation, including, but not limited to, on-line receipt, point of sale receipt, or invoice, is required for all payments made with the VISA debit cards. Supporting documentation regarding payments made using the VISA debit cards will be provided to the Treasurer.
7. The Treasurer will review the payments made using the VISA debit cards monthly, and will refer any perceived irregularities to the Senior Warden.
8. Upon approval of this Payment Card Policy, the two policies entitled "St. Martha's Episcopal Church Debit Cards Policy and Agreement for Operating & Restricted Accounts" dated 7-23-18 and "Credit Use at Staples, Hocker's or Future Retailers" dated August 21, 2017 are cancelled.

(Approved by Vestry January 19, 2021)