



First Church in Cambridge, Congregational, United Church of Christ

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### EMPLOYER DEBIT CARD AGREEMENT FOR STAFF

As an authorized cardholder, I have been trained and fully understand and agree to the following terms and conditions regarding the use and safekeeping of the First Church debit card entrusted to me:

1. Although this card is issued in my name, I understand that it is First Church property and must be used with good judgment.
2. I accept full personal responsibility for the safekeeping of the debit card assigned to me, and that absolutely no one else is permitted to use my church debit card.
3. I will immediately report the theft or loss of my debit card to Karen McArthur or Kirsten Manville. I have received the PIN number associated with this debit card.
4. I will not use the debit card for non-Church related expenses, unauthorized purchases, or for personal purchases. I understand that the debit card cannot be used to obtain cash or cash back.
5. I will create an online user and password to monitor my expenses and balance at [dashboard.pexcard.com](http://dashboard.pexcard.com).
6. I understand that my usual card limit is \$ \_\_\_\_ and that this may be increased as needed by contacting Karen McArthur.
7. I will only make purchases as approved by my supervisor or the lay leader who has oversight of that line item of the budget. If my week's purchases total more than \$500, I will contact Karen McArthur by email. If any purchase or any combination of purchases is expected to exceed \$500, I will contact Karen at least one week in advance.
8. I understand that I am personally responsible for obtaining all original detailed receipts. I will upload each receipt, indicate the line item to be charged, and keep the receipts until the transaction has been approved in the Pexcard app.
9. When I use the church debit card, I understand that I am responsible for repayment of any of these charges deemed not allowable when receipts are submitted to the Church. I further understand that any unallowable amount must be repaid to the Church immediately. In the event that I fail to repay any non-allowable amount within one week, the Church is authorized to withhold the full amount from any payment(s) due me from the Church, including payroll checks, as repayment.
10. I understand that misuse of my debit card or failure to follow any of the above listed terms and conditions may result in:
  - a. Revocation of the privilege to use the debit card
  - b. Disciplinary action
  - c. Termination of leadership responsibilities, and/or criminal charges being filed with the appropriate authority.
11. I agree to surrender the debit card immediately upon request for any reason.

I, \_\_\_\_\_ hereby accept the above terms and conditions and acknowledge receipt of the debit card.

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_