

EXHIBIT E
PLYMOUTH CONGREGATIONAL CHURCH UCC
Church Credit Card Usage

1. Credit cards will be acquired with the Plymouth Congregational Church UCC (PCC) approved limit for PCC authorized purposes.

2. PCC credit cards may be made available to staff members with the Pastor's approval. These cards are to be used only for purchases for use by the church. Statements and sales receipts must be submitted to the finance office, with the account number to be charged, approved by the staff member responsible for the account being charged. Payment will be made directly to the credit card company. Statements must be submitted in a timely manner so as to avoid late charge.

3. Credit Cards must be used for church business only.

I have read the Church Credit Card Usage Policy and I understand and agree to abide by the terms.

Name _____

Date _____