

Credit Card Reconciliation & Reimbursement Policy

Grandview Christian Church

Anyone in possession of a Grandview credit card, or desiring reimbursement from Grandview for purchases made on a personal credit card, will be responsible for reconciling those purchases using the “Check Request / Credit Purchase Notification Form” (available in the church office and on the church website) according to the following guidelines.

1. Grandview’s credit card statements reflect purchases made through the 10th of each month, and statements typically arrive at the church 4-7 days after. Anyone in possession of a Grandview credit card should use this statement to ensure that all purchases are accounted for using the “Check Request / Credit Purchase Notification Form.” All forms for the month’s purchases must be completed according to the following guidelines and turned in (along with the credit card statement) to the Finance Secretary’s staff mailbox by the Friday after the bill arrives.
 - If a cardholder is unable to complete the forms in that timeframe due for any reason, he/she should contact the church office and arrangements to turn in the forms no later than 10:00 AM the following Monday.
 - Tape all receipts to the back of their corresponding forms, ensuring that no receipt overlaps with another, so that the form can be easily scanned and emailed to the finance secretary. If you do not have enough room on the back of the form, tape any remaining receipts to a blank piece of paper.
 - When all forms are completed and ready to turn in, place the credit card statement on top, followed by all reconciliation forms and extra receipt forms, then staple that packet.
 - If you are unable to locate a receipt for a purchase, please attach a signed/dated sheet to the form with the name of the business where the purchase was made, the date of purchase, today’s date, and the following message: The receipt for this purchase is missing I confirm that I did make this purchase for the following purpose [insert purpose for purchase here].”

2. To ensure that reimbursements are made for purchases on personal credit cards in a timely manner, please ensure that all “Check Request / Credit Purchase Notification Forms” are completed according to the same guidelines for submission dates, form completion, and receipts as purchases made on Grandview credit cards. Please ensure that the payee name and address are included on this form, so that the reimbursement check can be mailed to the purchaser.