



To

Employment Resource Services Center Managers & Associate Managers

Subject

Financial Reminders

Prepared by

Jay Ripley

Approved by

Approval date

8/6/10

Number

ES 10.04

Item A
Information

As various financial issues and questions have recently surfaced, we share a few of the following reminders:

- It is against Church Policy to authorize your own Personal Reimbursement Requests. Similar to travel reimbursements, managers need payment authorization for personal reimbursements from headquarters. Please send in your personal reimbursement forms to HQ like you do your travel reimbursement.
- Go online to www.paymentnet.com to code and review your purchase card transactions by the due dates. Purchase card statements should be sent to the Operations Finance Office, for the second online review/approval, by the 10th of the following month. Church Global Card Services will lower the monthly card limit to \$1 on noncompliant accounts until compliance is achieved. Noncompliant accounts are those lacking two different online reviewed boxes checked by the 20th of the month following.
- Travel cards are to be used for hotel, food, and airfare. If you are away at a conference, you may also purchase supplies and other items with your travel card up to \$500 in a month. However, supplies and other items should be purchased with a purchase card or a petty cash card.
- You can purchase supplies and other items with your purchase card. Airfare and hotels are **not** to be paid for with a purchase card.
- Since you are discouraged from having a petty cash fund in the center, you may choose to obtain and use a petty cash card that can be used by missionaries as well as paid staff to purchase supplies and other items. These purchases are usually limited to \$2,000 in a month and \$700 per transaction.
- Supplies, gasoline, and other items are not to be purchased with personal credit cards, gas cards, or merchant cards. You should use your purchase card for these items. If you need to charge items for your center at Sam's Club, you may contact John McClement (McClementLM@ldschurch.org) for a purchase card application for a Master Card.