

BILL Spend Policy

Based on an employee's position within the partner organization, they may be identified as an individual with a valid ministry purpose for requiring immediate access to ministry funds for specifically approved expenses. On those occasions, the employee will be issued a BILL credit card. Please keep in mind that having an organization credit card is a privilege and should not be abused.

Reliant and the partner organization trust the employee to demonstrate good judgment in the use of BILL credit cards. Specifically, employees should not share credit card information with anyone else. All purchases should be for projects and items that the employee is specifically authorized to purchase and /or have approval authority on.

Once the need for the credit card is established, Accounting will order it from BILL, which will be sent straight to the employee's home address. Fund budgets share a spending limit, which the employee can view when logged into BILL. Increase inquiries to the fund spending limit should come from the fund approver and be sent to accounting.

All credit card activity is to be approved by the fund approver. If you wish to see the charge reflected in the Reliant account statement at the closing of the current month, the fund approver will need to approve the expense by the 15th of the current month. Any charges approved after the 15th of the current month will be reflected in the next month's account statement.

BILL cardholders are responsible for uploading receipts (for all travel-related expenses and all other expenses over \$75), allocating expenses to the correct BILL budget, and entering a detailed reason for all credit card purchases (see [BILL for Spenders](#)). BILL cardholders are responsible for reviewing their charges and obtaining approval from the fund approver. The Reliant Central Accounts Payable Coordinator will download the reports and receipts after the monthly deadline for final review and processing. The Accounts Payable Coordinator will follow up as necessary where there is missing information. It is expected that the cardholder will prioritize requests regarding any missing information or approvals.

BILL cardholders must never use BILL cards to purchase alcoholic beverages.

BILL cardholders must not use BILL cards for personal use. In the event a BILL credit card is used for a personal expense by mistake, the spender should attempt to cancel the transaction or return what was purchased. If canceling a transaction or a return is not possible, the cardholder will need to work with the fund approver for how they can reimburse the ministry partner for their personal expense.

Should a BILL credit card be lost or stolen, the cardholder should immediately [freeze their card](#), contact the fund approver, and then notify the Accounting Department.