

**From:** Patsy Haisman  
**Sent:** Friday, February 11, 2011 2:28 PM  
**To:** Marie Roland  
**Subject:** FW: Diocesan Credit Card Policy

---

**From:** Michael D'Ercole  
**Sent:** Friday, February 11, 2011 2:25 PM  
**To:** Patsy Haisman; Dave Winters  
**Subject:** RE: Diocesan Credit Card Policy

Patsy,

Please see below.

Dave,

Please share with your staff.

1) PARISH AND SCHOOL CREDIT CARD POLICY

The Diocesan policy for parish and school credit card limits is currently set at \$1,000 per card. Based on the practical needs of the parishes and schools and the need for flexibility and efficiency, the \$1,000 limit is recommended to be increased. The recommendation also tries to balance the needs of different sized parishes by converting to step level limits based on revenue generated at the school or parish. Staff recommends the following limits.

<u>Revenue step level changes</u>	<u>Monthly Limit</u>
>\$1,000,000	\$30,000
>\$500,000	\$22,500
Less than \$500,000	\$15,000

This is no limit to the number of cards, however the total monthly credit limit can not exceed the policy amounts. It is strongly recommended that there be no more than 3 credit cards per entity.

Michael D'Ercole  
Director of Finance  
The Catholic Diocese of Raleigh  
715 Nazareth St.  
Raleigh, NC 27606

919.821.9707 (Office)  
919.602.1231 (Cell)  
866.955.8450 (Fax)  
[michael.dercole@raldioc.org](mailto:michael.dercole@raldioc.org)

---

**From:** Patsy Haisman  
**Sent:** Friday, February 11, 2011 10:27 AM  
**To:** Michael D'Ercole; Dave Winters  
**Subject:** Diocesan Credit Card Policy

Michael,  
I just received a call from one of the parishes requesting a copy of the new credit card policy that has just been implemented

in the diocese. As I have not been made aware of a new policy I told the person I would see what I could find and send him a copy. Can you provide me with a copy of the policy?

Thank you

Patsy