

Knights of Columbus Council 15706 Procedure for Use of Credit Card

1. The responsible brother will obtain the card from the Treasurer.

NOTE: The council has a VISA/Debit card.

2. It will be signed out on the "Authorized Representative" log sheet maintained by the Treasurer.

NOTE: The brother who obtains the card from the Treasurer is responsible for it until it is returned to the Treasurer. **IF** it changes custody, the Authorized Representative must send an email to the Treasurer **AND** furnish the new custodian with a copy of this procedure and the two referenced forms. **THEN** the new custodian is responsible for returning it to the Treasurer.

3. When the purchase(s) is complete the card will be returned to the Treasurer and checked in on the log sheet.
4. Use the VISA card like a charge card. The purchase will automatically be debited to the council account.
5. In order to make a purchase without paying the sales tax the STATE OF TENNESSEE DEPARTMENT OF REVENUE form (See Appendix A) must be used. (Make as many copies as needed.)
 - a. The Authorized Representative will fill in the Seller's Name and Address where indicated.
 - b. The Authorized Representative will enter their name in the affirmation statement and print their name below and sign and date the form.
 - c. **The Authorized Representative will make a copy of the form which must be left with the Seller/Supplier.**
6. When the event is complete, the Authorized Representative will use the Expense Reimbursement form for "CREDIT CARD USED" (See Appendix B) and submit the STATE OF TENNESSEE DEPARTMENT OF REVENUE form and receipts to the Financial Secretary as normal for all purchases.

Attachments:

Appendix A, STATE OF TENNESSEE DEPARTMENT OF REVENUE form
Appendix B, Expense Reimbursement form for "CREDIT CARD USED"

Revision 5, May 7, 2020

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APPENDIX A

00148 2 of 2



STATE OF TENNESSEE
DEPARTMENT OF REVENUE

KNIGHTS OF COLUMBUS COUNCIL ALL SAINTS
COUNCI
620 N CEDAR BLUFF RD
KNOXVILLE TN 37923-2229

Effective Date: July 1, 2019
Expiration Date: June 30, 2023
Account No: 1001464080-SLC
Exemption No: 1753119744
Facility Address:
620 N CEDAR BLUFF RD
KNOXVILLE TN 37923-2229

**Exempt Organizations or Institutions
Sales and Use Tax Certificate of Exemption**

This organization or institution qualifies for the authority to make sales and use tax exempt purchases of goods and services that it will use, consume or give away.

This authorization for exemption is limited to sales made directly to the referenced organization. This exemption certificate may not be used for sales made to individuals paying with personal checks or personal debit or credit cards, even if the individual is a representative or employee of the organization, and he or she will be reimbursed for the purchase. Sellers must refuse to accept the certificate when the sale is made to someone other than the organization.

This exemption certificate may not be used to make purchases without the payment of sales and use tax for other locations and may not be transferred to or used by any other person.

Seller's Name

Seller's Address (City & State)

I, _____ as an authorized representative of the taxpayer named above, affirm that the purchases qualify for the exemption and will be used at the location of the facility address referenced above. Under penalty of perjury, I affirm this to be a true and correct statement.

Print Name of Authorized Representative

Signature of Authorized Representative

Date

The supplier must maintain a copy of this document as evidence of the sales tax exemption.

