



CREDIT CARD PURCHASES

INSTRUCTIONS FOR USING CREDIT CARDS AT 2010 FALL FUNDRAISING EVENTS

The purpose of this memo is to instruct Financial Coordinators and Chairpersons how to accept credit cards for purchases at Fall Fundraising events. The instructions include how to prepare to accept credit cards, the words for an announcement to the group, and procedures to follow to insure the security of credit card information.

PREPARING TO ACCEPT CREDIT CARDS:

A Fall Fundraiser Credit Card Purchase template has been provided. Using the template as your original copy, make as many photocopies as you will need. Cut the copies on the dotted lines to make 3 separate credit card forms.

ANNOUNCEMENT TO THE GROUP:

To make a purchase today, you may pay by cash, check or credit card.

If you wish to use your credit card please use the credit card purchase forms provided at your table, (hold up and show an example of the form).

We accept MasterCard, VISA, American Express and Discover Card.

Please complete the credit card purchase form and bring it to the check out table. At the checkout table, we will verify the information with you.

INSTRUCTIONS FOR THE FINANCIAL COORDINATOR

Make sure all of the information on the credit card purchase form is filled in and legible. Confirm the amount of the sale to be charged, the card number, expiration date, security code, and cardholder's signature. Put credit card purchase forms into an envelope and keep them in a secure place.

On the Fundraising event Financial Summary, record credit card sales with checks on line 1 and 13. Send the credit card purchase forms to the Home Office with the Financial Summary for processing

If you have a question about completing the Financial Summary, contact, Linda Johnson.

For questions about accepting or processing credit card purchases, contact Brenda Thiessen.

Thank you for helping make the Fall Fundraiser a success in spreading the Gospel of Jesus Christ.

Scott Wright
Chief Financial Officer

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