



SEVENTH-DAY
ADVENTIST
CHURCH

Central California
Conference

DATE: December 11, 2000
TO: Pastor & Church Treasurer
RE: Processing Credit Card Contributions


2820 Willow Ave.
Clovis, CA 93612-4646
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Clovis, CA 93613-0770
Telephone: (559) 291-7700
Fax: (559) 291-9636
<http://ccc.adventist.org>

We recommend the following method in processing credit card contributions. Please note that donors can fill out either the envelope or card.

1. The donors will fill out the ENVELOPE and mail them to the conference office.
2. If the ENVELOPE/CARD is placed in the offering plate, then the treasurer will have to mail them to the conference office.
3. The local church treasurer will receive the following from the conference:
 - A. The completed credit card envelopes.
 - B. Duplicate copies of the credit card processing slips.
 - C. A conference check for ALL of the offerings. The local church treasurer will then record the tithes and offerings as usual.
4. The local church will be billed for its share of the credit card fees applicable to the local church funds.

I trust that this new plan will prove to be beneficial to your congregation. Please confirm and let me know of any suggestions or concerns on the process indicated above.

Blessings,


Nelson Tabingo
Treasurer

NT/mlb

c: Keith Scott, Undertreasurer