

----- Original Message -----

**Subject:** Procedure for Supplies Shipped from CCC to Schools and Churches

**Date:** Fri, 30 Aug 2013 04:29:35 -0700

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Dear DEPCO Members,

The Conference Administration has been working with our churches and schools on their Accounts Receivable. We are now requesting your participation in this process.

**In order to ensure that our schools and churches do not incur debt with the conference, you must obtain a form of payment before supplies are sent to the school or church.** The Accounting Department will prepare a list of schools and churches that choose to have a credit balance with the conference to pay for the purchase of supplies. This list will be provided upon request and will be reviewed monthly, and updated if necessary.

When shipping an order to a school or a church ***please select one of the following options:***

1. Refer to the list of churches and schools that have a credit balance at the conference to pay for the purchase of supplies;
2. Ask the entity to fax a copy of the completed check that will be mailed to pay for the order;
3. Ask for Debit/Credit Card information to pay for the order; or
4. The entity could provide ACH authorization to pay for the order (*only for orders totaling \$300 or more*).

Please let me know if you have any questions.

Blessings,

Mayra R Thompson

Treasurer

Central California Conference of Seventh-day Adventists

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