

WOODHAVEN PROCEDURES

Procedure No. 3-10-5
Replaced Procedure No. 3-10-5

Revised: 12-23-15
Issued: 05-15-09

SUBJECT: Credit Card Donations

PURPOSE: To ensure gifts are properly receipted.

Woodhaven will accept donations made using a Visa, MasterCard and Discover credit card through its Donor Perfect software system using a merchant account.

Gifts will be automatically deposited into Woodhaven's Operating Fund bank account. For Non-Operating Fund donations, Accounting will have to transfer the money to the Other Funds bank account.

The date of the gift for accounting purposes and for gift acknowledgement to the donor will be the date the credit card is run.

The Development Office will maintain a credit card log via computer, which will be sent to the Accounting Manager whenever a transaction occurs. Gifts received through a credit card will be recorded into the general ledger by the end of the month.

The Development Office will print the monthly statement of credit card transactions from the merchant account and give to the Accounting Manager.

Approved by: _____
Chief Executive Officer

Date: _____