

Procedure for Credit Card Payment at Region Fundraisers

A region as defined in the NAE4-HA By-laws may utilize the organization's e-commerce system to collect money from any fundraiser conducted by that region. The most typical fundraiser is the auction conducted during the region meeting at the NAE4-HA Annual Conference. If a region wants to utilize credit card payment, the following procedure is to be followed:

1. The Region Director responsible for finance must notify the NAE4-HA Executive Director at least 60 days prior to their fundraiser that they want to accept credit card payment and the approximate number of payment forms that will be needed.
2. The Executive Director will work with the Region Director to create a form that will include all the information that needs to be collected on the form as well as the number of forms needed.
3. The Executive Director will obtain multi-copy forms. At a minimum there will need to be a copy for the person authorizing credit card payment and the NAE4-HA Executive Director.
4. The Executive Director will supply the credit card authorization forms to the Region Director prior to their fundraiser.
5. During the fundraiser the Region Director, or their designee, will complete a form for each transaction making sure the form is completely filled out and signed by the credit card user.
6. At the conclusion of the fundraiser the Region Director will provide a copy of the completed forms to the Executive Director.
7. The Executive Director will process these forms within 30 days after the fundraiser. This money will be tracked through the NAE4-HA Operations Account.
8. Using the claim voucher process, the Executive Director, with approval of the NAE4-HA Vice President for Finance and Operations, will submit a check from the Operations Account to the Region Director (payable to NAE4-HA _____ Region) for the total amount authorized by credit card users minus all fixed costs associated with these transactions. Fixed costs include the e-commerce fee for each individual transaction and the printing cost to obtain the forms.