



ELECTRONIC RECEIPTS and ELECTRONIC DISBURSEMENTS

Electronic Receipts

The Diocese encourages parishes to offer electronic payment methods to their parishioners. Different methods include third party merchant services, local bank set-up, and personal online banking.

All donor credit card information must be handled in compliance with current PCI (Payment Card Industry) regulations. Any parishioner bank or credit card information submitted to the parish must be stored in a secure (locked) file or password protected computer.

Electronic Disbursements

Parishes and schools are allowed to pay recurring and routine expenses through automated payments only if an adequate paper trail is maintained. Once the payment is made online the payment receipt is attached to the invoice as you would a check copy and held in the parish and school files. Parishes and schools must have adequate computer safeguards and software to protect financial information.

Online back statements must be accessed and printed monthly and the Pastor or the Finance Chairman (a person not involved in the check writing process) should review and initial it prior to reconciliation.

E-mailed invoices are treated the same as invoices received through the mail. Online invoices and statements must be printed, reviewed, approved and processed the same as any mailed invoices.