



## METHODS OF PAYMENT ACCOUNTING PROCEDURES

### DONORS

- Online Payment Options:
  - Credit Card | Debit Card (Visa, MasterCard, American Express, Discover)
  - Bill Me
- Mail | Dropped Off Payment Options:
  - Credit Card | Debit Card (Visa, MasterCard, American Express, Discover)
  - Cash
  - Check (written out to Champions fore Charity)
    - If a donor accidentally writes the check out to your organization you can either (two options):
      - #1 - Endorse the back of the check – “Make payable to Champions fore Charity”
      - #2 - Deposit the check into your account and then at some point mail me a check to cover your donor’s contribution (or wire transfer).
  - Money Order
  - ACH Wire Transfer (available upon request)
  - Bill Me
- “Bill Me” Donors:
  - Donors who make a commitment online and provide their email address will receive a confirmation email for their commitment along with a custom payment link they can then use at any time during the fundraising season to pay via credit card or debit card.
  - After the conclusion of the campaign season on April 11, donors who selected “bill me” will receive a request to honor their commitment with a copy of their custom payment link pay via credit card or debit card.
- Donors who provide their email address will receive an acknowledgement email and can download their tax thank-you letter upon payment for their commitment.

### CHARITIES

- If you are paying on behalf of your donors, you can pay via check, cash, money order, or ACH wire transfer.
  - Wire transfer instructions are included on the Tools & Resources page.
- If you want to pay via credit card, please do not exceed \$1,000 (to minimize merchant fees VTO incurs & absorbs).
- When paying for multiple donors, please provide the names of your donors that the check/wire transfer covers.
  - If you need an invoice to help with getting a check or ACH wire transfer processed, please email [Stephanie@ValeroTexasOpen.com](mailto:Stephanie@ValeroTexasOpen.com) so an invoice can be created and issued.

