



Memo

Date: May 20, 2019
To: Parish and School Business Managers
From: Michael Warren, Controller, Office of Finance
Re: Bank of America Credit Cards – ACTION REQUIRED

The Archdiocese has a very active Bank of America credit card program, with approximately 175 individual cardholders, each with an individual credit limit.

The Archdiocese is the guarantor of the entire program, and we have recently hit upon an overall credit limit, which does not allow any further credit card transactions to occur until it has been resolved.

The overall credit limit is directly affected by those individuals who have outstanding, past-due amounts. If any cardholders associated with your parish or school are past due, you need to make payments **immediately** to create additional credit.

Any individuals who are behind over successive months will be considered for card termination in mid-June.

The alternative to using an Archdiocesan credit card for business-related transactions is to use another personal credit card (and use an expense report to be reimbursed by the parish/school), or to have a vendor invoice the parish/school for purchases.

Please get in touch with me, if you have any circumstances that warrant special attention, mwarren@archatl.com or 404-920-7411.

Thank you.