



Memo

Date: February 28, 2022

To: All pastors, parish administrators, principals and presidents, and business managers

From: Holly Orsagh, internal audit manager, Office of Finance

Re: Electronic Payment Processing System best practices

The [Electronic Payment Processing System Guidelines](#) document has been compiled to assist parishes, missions, campus centers and schools in developing a process with strong internal controls when using an electronic payment processing application.

Questions related to these guidelines should be directed to me at horsagh@archatl.com.