



MOODY
BIBLE INSTITUTE™

Following are important credit card security requirements. These reflect measures in place to protect the credit card and reduce the risk to Moody from fraud and misuse.

When purchasing items:

- Only purchase on secure sites with industry standard encrypted servers.
- Read the supplier's terms and conditions prior to purchasing. If there are any questions contact the Legal Department for help and clarification.
- Do not fax credit card information to an unsecure fax. Fax the order information and call the vendor with the credit card information.
- If the fax is secure, it is permissible to fax the credit card information.
- NEVER email your credit card information.

Documentation:

- A detailed receipt is required for all credit card purchases.
- Other documents you should obtain include:
 - Packing List
 - Quotes
 - Order confirmations
 - Email communication
- All documents are property of Moody Bible Institute and are to be attached when reconciling the transaction.
- If absolutely unable to obtain supporting documentation then all information must be attached in the images and notes when reconciling the transaction including why no documentation was obtained.
- A business purpose must be presented for each transaction when reconciling.

Thank you,

Brenda Crump, Credit Card Manager

I, _____, have read and understand the security requirements and agree to abide by them. I further understand that failure to do so may result in disciplinary action.

Signature

Date