

# Regional Building Committee of Jehovah's Witnesses, Inc.

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February 16, 2011

TO ALL REGIONAL BUILDING COMMITTEES IN THE UNITED STATES

Re: Credit cards for RBCJW, Inc., office use

Dear Brothers:

We are writing to inform you that effective immediately you may request up to three credit cards for Regional Building Committee of Jehovah's Witnesses, Inc. (RBCJW, Inc.) office use. A copy of this letter should be given to the brother who handles the Citibank RBCJW, Inc., checking account, since he will serve as the credit card coordinator for the Regional Building Committee (RBC) office.

In our letter dated January 22, 2010, you were informed that the Citibank RBCJW, Inc., account could now be used to care for ongoing expenses, such as telephone service, Internet service, office supplies, computer software, and training. Until now, any purchases related to RBCJW, Inc., have been paid for by check and required the signature of two committee members. To simplify the payment process, credit cards are being made available. The credit cards will be linked to the Citibank RBCJW, Inc., checking account for payment.

The credit card program is the same as that used for RBC Kingdom Hall projects. The process for requesting cards and the procedures for using the cards are also the same as those used for Kingdom Hall projects. These documents have recently been updated and are available on the [jw.org](http://jw.org) Web site under the *Documents* tab in the *Supplier Arrangements* section. From the "Category" dropdown box, select "Credit Cards." In addition to the information found on the site, this letter provides details for RBCJW, Inc., office use of credit cards not covered in the Kingdom Hall project procedures.

Credit cards are issued in the name of a specific person. Up to three cards may be requested, one for each brother who is a signer on the Citibank RBCJW, Inc., checking account. Once a decision is reached as to whether all three signers will need a card, the brothers' names and contact information should be given to the credit card coordinator so that he can process the credit card request.

If the credit card coordinator does not have a [jw.org](http://jw.org) account on the RBC domain, he should be sent electronic copies of the most recent credit card application and procedures. To fill out the application, he will need to contact the approved cardholders to obtain the necessary information. Once the application is completed, it can be sent to the Treasurer's Office at [treas@jw.org](mailto:treas@jw.org). Instructions on how to fill out the application are found in the procedures manual located on the [jw.org](http://jw.org) Web site. It is important that the credit card coordinator read the procedures manual and this letter to become familiar with his duties. In addition, he should send a credit card user manual to each cardholder to read. The credit card user manual is available on the site in PDF format and can be e-mailed to each cardholder.

The credit card coordinator does not need to send to the Treasurer's Office the *ACH Debit/Credit Authorization Agreement for RBC Credit Card Program*. The Citibank RBCJW,

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Inc., checking account is a branch account, and the banking information is on file with the branch office. The Treasurer's Office will set up the automatic debit to pay the credit card statement.

Within two or three days of making a credit card purchase, the cardholder is required to inform the credit card coordinator about the transaction, unless it is a recurring transaction, such as a telephone bill payment. This can be done by e-mail. This information is required so that the credit card coordinator can monitor transactions on the account for fraudulent activity or expected credits. The credit card coordinator is expected to review transaction activity online at least once or twice a week. Before the end of the month, cardholders are required to forward all paper receipts to the credit card coordinator for the Citibank checking account records.

When the credit card statement becomes available online, the credit card coordinator should send a copy to the RBC chairman for review. A PDF file can be e-mailed to the chairman. The chairman should send an e-mail to the credit card coordinator stating that he has reviewed and approved all transactions listed on the statement. A paper copy of the chairman's e-mail should be attached to the statement as part of the permanent accounting records documenting the committee's approval of the expenses. If the chairman is a cardholder, then another committee member who is not a cardholder should approve the transactions. However, if the chairman wants a statement to be sent to him for informational purposes, this should be done.

If you have any questions, please contact the Treasurer Office at (718) 560-5000, extension 25490.

Be assured of our warm Christian love and best wishes.

Your brothers,

*Regional Building Committee  
of Jehovah's Witnesses, Inc.*

cc: District overseers