



WELLSONE EXPENSE MANAGER

PURCHASING CARDS





WellsOne Training

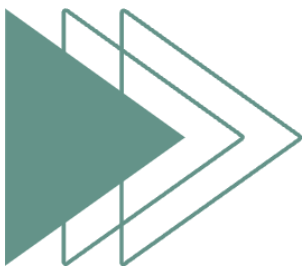
Purchasing Cards

WellsOne Purchasing Cards

CBS Cardholder User Agreement

- To use the purchasing cards, the Coordinator must agree to and submit the ***CBS Cardholder User Agreement***.
- If the purchasing card has been assigned to another leader and held for most of the year, they must also agree to and submit the agreement.





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Purchasing Cards

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Cardholder User Agreement*

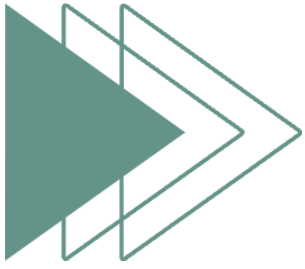
You, as a CBS Leader, are being entrusted with a Community Bible Study purchasing card, issued by Wells Fargo Bank. The card is provided for you to purchase approved materials or services for a Community Bible Study class.

1. I understand that I will be making financial commitments on behalf of Community Bible Study and will strive to obtain the best value for the ministry.
2. I understand that under no circumstances will I use the purchasing card to make personal purchases, either for myself or for others. Using the card for personal charges could be considered misappropriation of Community Bible Study funds.
3. The purchasing card is issued in the name of the class. I will only allow authorized leaders associated with Community Bible Study to use the card.
4. The purchasing card is ministry property. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect Community Bible Study assets. This may include being asked to produce the card to validate its existence and account number.
5. If the card is lost or stolen, I will immediately notify Wells Fargo Bank by telephone at 1-800-932-0036 and email answers@communitybiblestudy.org.
6. I understand that information concerning my use of the purchasing card, including details regarding each individual transaction, may be furnished by Wells Fargo to Community Bible Study. Information about transactions, including location, may be furnished by Community Bible Study to Wells Fargo.
7. I understand that misuse of the purchasing card will result in cancellation of the card.

Typing your name below indicates you have read and will comply with this agreement.

Type your answer





WellsOne Purchasing Cards

WellsOne Purchasing Cards Are Provided for Class Expenses

- The purchasing cards, or P-cards, function like a regular credit card and can be used with any vendor that accepts Visa.
- The card is in the name of the class, not an individual, and Community Bible Study is responsible for payment of the purchases.
- As with any class purchase, the card is not to be used for any product, service, or with any merchant deemed inappropriate for class expenses.
- The ***Ministry Funds*** in the Class Financial Procedures (CFP) resource, in Chapter 3, Section A, will provide guidance on eligible class expenses.





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If a Class is Using WellsOne for the First Time:

- Two purchasing cards will be mailed by MSC to the Coordinator's address or to the person designated to receive them.
- After the cards are received, please contact Answers@communitybiblestudy.org to request the Unique ID number to activate the card.
- Once activated, please follow the instructions in the Class Financial Procedures (CFP) resource.





WellsOne Purchasing Cards

Spending Limit on Purchasing Cards

- Each class will have a monthly limit of \$2000, which can be adjusted based on class needs.
- If the Servants Team determines that expenses might exceed this monthly spending limit, contact the Area Director about an increase.
- If the Area Director agrees, the request will be sent to the Zone Director, and if approved, the Ministry Service Center (MSC) will make the change.
- The monthly spending limit will be reset on the 26th of each month. Please monitor the amount being spent to ensure it's within the spending limit.
- The balance on the purchasing card can be checked through the WellsOne Expense Manager, on the WellsOne Mobile App., or by calling the phone number on the back of the purchasing card.





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Purchasing Card Billing Address and Zip Code

The billing address attached to the purchasing card is:

Community Bible Study
790 Stout Road
Colorado Springs, CO 80921

To avoid the card being declined, be sure to use the correct address.

- The billing address is the CBS address.
- The shipping address is where the items will be sent.
- Online Ordering - Name Field





WellsOne Purchasing Cards

Purchasing Card Declines

- Types of declines
 - Entered the wrong ZIP Code
 - The card's spending limit has been reached
 - Fraud
- If a merchant declines the charge and you believe it should be accepted, contact the WellsOne Customer Service Center at [1-800-932-0036](tel:1-800-932-0036) to determine the reason for the decline.
- You may want to save this number in your mobile device or write it down in the event you need assistance.
- When contacting Wells Fargo, they will request the name on the card, the Company ID, the User ID, or the Unique ID.





WellsOne Purchasing Cards

Card Security

- Keep your card secure and the card number confidential among your Servants Team.
- As with any bank card, there is always the possibility of fraudulent activity.
- If you believe a card has been lost, stolen, or if fraudulent activity is suspected, immediately contact the Finance Team at Community Bible Study by phone at 1-800-826-4181 or through Answers at answers@communitybiblestudy.org.
- The card will be immediately shut down and a new card mailed to the Coordinator's address.
- All communications from Wells Fargo and the Finance Team for Coordinators and Treasurers will be sent to the Class Email for Financials account. Please refer to the Class Financial Procedures (CFP) resource, Chapter 4, Section B, for instructions on accessing the email account.





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This Completes the Training on Purchasing Cards

The Next Step is to Agree and Submit the
CBS Cardholder User Agreement

