

## Credit Card Reconciliation Process

Citi Statement finalized by 19<sup>th</sup> of the month

Chase Statement finalized by 19<sup>th</sup> of the month

Finance will send credit card statement with in 3 days of statement finalizing to credit card user

Upon request, finance can send weekly updates of Credit Card charges from the last statement to date

Expense Reimbursements with receipts and approvals are due to Finance by the 3<sup>rd</sup> of the next month.

Credit Card expenses are submitted through the reimbursement process on creekhelp, <https://creekhelp.com/request/reimbursement/>

Under Reimbursement Information select Church Visa and enter Credit Card user's name

Questions can be directed to [Finance@cedarcreek.tv](mailto:Finance@cedarcreek.tv)