

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



CFC MEMORANDUM 2011-06

August 18, 2011

**TO: LOCAL FEDERAL COORDINATING COMMITTEES AND
PRINCIPAL COMBINED FUND ORGANIZATIONS**

**FROM: KEITH WILLINGHAM
DIRECTOR, COMBINED FEDERAL CAMPAIGN**

SUBJECT: CREDIT CARD GIVING IN THE COMBINED FEDERAL CAMPAIGN

We have completed our review of the results of the pilot program for credit card giving within the Combined Federal Campaign (CFC). Based on this review, we are allowing credit card giving for campaigns wishing to use this process under the following conditions:

- Any campaign wishing to use credit card giving must request permission from the Office of Combined Federal Campaign (OCFC);
- Any credit card giving will be for “one-time” gifts only (monthly or other recurring charges are not permitted);
- The campaign requesting permission must include the following information in their request:
 - Software program being used for the credit card giving;
 - The name of the Gateway to be used for credit card transactions;
 - How Personally Identifiable Information (PII) is protected by the PCFO and any other vendors involved in the transaction; and
 - A detailed transaction workflow that shows how the transaction moves from the completion of a pledge form to the disbursement of funds from the financial institution to the PCFO.

The OCFC reserves the right to audit and/or request audit reports from any company (e.g, Software provider, Gateway) utilized for this process.

Recurring credit card giving is currently being piloted for consideration in future campaigns.

These requirements are effective for the 2011 campaign. If you have any questions, please contact your CFC Regional Representative.