**Using the Merchant Account and How to Record Credit Card Transactions**The following items may be charged using the SBQG merchant card:

* Quilt Show Auction items
* Membership fee
* Community Service donation
* Workshop Fee
* Holiday Dinner
* Travel
* Meeting Auction Items

Only Mastercard and Visa will be accepted.

Guild Treasurer will oversee all merchant transactions.

Committee chair will prepare the **Merchant Account Transaction Form** and **Merchant Account Deposit form**.

**Merchant Account Transaction Form (MATF)** – should be completed by the committee chair and given to the member to bring to the Treasurer to make the credit card transaction. The treasurer will keep the forms and send you a scanned copy the next day so that you can prepare your

**Merchant Account Deposit Form** to email to the treasurer**.**

**Note: During the busy membership renewal months we may be grouping and processing several transactions on one charge. Please provide a separate Merchant Account Transaction Form for each transaction (i.e., membership, travel, workshops, etc.)**

When completing a Merchant Account Deposit Form

* For **membership/community service transactions**, list membership on one line and community service donation on a separate line
* For **workshop transactions**, list workshop month/year. If for multiple workshops, list as separate line items under one name.
* For **auction transactions**, list each quilt separately with purchaser’s name and amount
* For **holiday dinner**, list separately with member’s name and amount
* For **Travel**, list person’s name and amount
* For **meeting auction items**, please list the purchaser’s name and item