



Diocese of Wheeling-Charleston

Department of Finance

MEMORANDUM

To: Parishes & Missions

From: Patrick J. Henry
Chief Financial Officer

RE: Priests' Auto Replacement Grant Fund

Date: 03.01.2024

Please be advised that first-half, 2024, contributions to the Priests' Auto Replacement Grant Fund are now due. The half-year amount remains \$500.00 per priest.

Please note: if a priest is assigned to more than one parish, the contribution may be divided among his assignments. First-half payment is made for the priest(s) assigned to the location on the first of March; second-half payment is made for the priest(s) assigned to a location on the first of September.

If your location has already sent the current payment, or if a retired priest is currently assigned to your parish or mission, please disregard this notice.

It is important that the form below be completed and returned with payments, so that all accounts are credited properly. For Diocesan priests, please make checks payable to the Diocese of Wheeling-Charleston and send to the attention of Mrs. Barbie Porter in the Finance Department.

With few exceptions, contributions for Religious Order priests may also be sent to the Diocese. Please send checks directly to the Order **only** if the Order provides its priests a vehicle.

Thank you very much for your attention to this matter. Should you have questions or need further information, please do not hesitate to contact the Finance Department at your convenience.

PJH/cp

Location: _____

<u>Name of Priest</u>	<u>Personal User ID#</u> <u>(Beginning with 9050-)</u>	<u>Amount Paid</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____