

Office Procedures for Accepting Payment Cards

(department name)

Revision Date: *(date)*

1. Processing

a. Methods of Payment Card Acceptance

- i. Mail-
- ii. Phone-
- iii. Walk-in -
- iv. Web-
- v. Email- The *(department name)* does not accept any payment card data by email. It is against JMU procedures to accept payment card information from customers through email. If a payment card number is received by email, the *(department name)* will reply to the customer (removing the card number in the return email) stating email transactions may not occur but provide the customer with safe alternatives.
- vi. Fax-
- vii. Other-No other forms of payment for payment cards is accepted.

b. Procedures

- i. Mail Transactions-
- ii. Phone Transactions-
- iii. Walk-in Transactions-
- iv. Web Transactions-
- v. Email- The *(department name)* does not accept any payment card data by email. It is against JMU procedures to accept payment card information from customers through email. If a payment card number is received by email, the *(department name)* will reply to the customer (removing the card number in the return email) stating email transactions may not occur but provide the customer with safe alternatives.
- vi. Fax Transactions-

2. Transmitting

a. Third Party Vendors

- i. The *(department name)* contracts with the following third party vendors in transmitting payment card data:

3. Storing

- a. Physical Security-The *(department name)* does not store any sensitive payment card data. JMU policy states only the last four digits may be kept. Expiration dates, card verification code, payment card account numbers, or any portion of the magnetic stripe is never stored. If payment card information needs to be written down in order to process a departmental sale

Office Payment Procedures Manual Template

Cheryl Price



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the Dept of Homeland Security FEMA and the Congress need accurate and timely financial information to assess the effectiveness of the National Flood Insurance Program NFIP This report assesses whether controls in place during the 2005 to 2007 time frame were effective and whether actions to improve controls are likely to address identified weaknesses The report reviewed and analyzed FEMA NFIP guidance data and financial reports and interviewed FEMA officials and contractors Includes recommendations Charts and tables *SEC Docket* United States. Securities and Exchange Commission,2008 **Department of Veterans Affairs** Susan Ragland,2010-11 In FY 2008 the Dept of Veterans Affairs VA identified three material internal control weaknesses over financial reporting financial management system functionality IT security controls and financial management oversight VA is developing a new financial system but full implementation is not expected until 2014 This report addresses 1 the nature of the internal control weaknesses identified in the VA FY 2008 financial audit report and how long they have been outstanding 2 whether VA had plans appropriately focused on near term corrective actions and 3 whether VA had appropriate oversight mechanisms in place to help assure that near term corrective action plans are implemented on schedule Charts and tables *Law Office Procedures Manual for Solos and Small Firms* Demetrios Dimitriou,2000 A guide to setting policies and establishing procedures that should keep a law office operating efficiently This second edition features new chapters on topics such as the family and medical leave act Internet use and more The diskette contains the text in WordPerfect 6 x and ASCII formats **Create Electronic Presentations (PowerPoint 2003) BSBADM306A** Cheryl Price,Julia Wix,2004 **Create and Use Simple Spreadsheets (Excel 2003).** Cheryl Price,Julia Wix,2004 The purpose of this Study Guide is to provide information for the tutor and student in relation to the Elements of Competency in BSBCM214A Create and Use Simple Spreadsheets page i **Produce Business Documents 2003** Cheryl Price,Julia Wix,2003-03

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