

FINANCE PROCEDURE MANUAL	TITLE: Credit Card Terminals and Usage	
	NUMBER: FIN-SAS-022	VERSION: 01
	ISSUED DATE: 3/31/2010	REVISION DATE: 2/13/2013

➤ **Purpose:**

College Departments that maintain a credit card terminal, additional procedures apply in order to protect card number data. The Procedures for Cash Collection ([FIN-SAS-006](#)) also applies.

➤ **Definitions:**

Cashier’s Office: The primary point of collection and data entry for all student fees, accounts receivables, and various payments.

Credit Card Terminal (Terminal): A device that can process transactions via debit or credit card.

Department: Classification, subdivision, or support organization within the College.

Merchant Service Provider: A company the College uses to process credit card transactions between the cardholder and our financial institution.

Personal Cardholder Information Data Security Standards (PCI DSS): Security standards that apply to all entities that store, process, and/or transmit cardholder data. It covers technical and operational system components connected to cardholder data.

Terminal Report: At the end of the day, the credit card terminal prints a final report, which must be reconciled with the rest of the financial reports for the College or Department.

➤ **Responsibility:**

College Department: Department that offers or wants to offer credit card payments as a service are responsible for additional security measures to adhere to PCI compliance.

Cashier’s Office: Responsible for maintaining, in a secure location, any information which may contain credit card information.

➤ **Procedure Details:**

1. Any Department that anticipates the need to offer credit card services must first contact the Manager of Student Account Services to determine the proper terminal and equipment needed.
2. The Department will be responsible for any credit card charges incurred from the merchant service provider and any cardholder disputed chargeback.
3. Credit Card terminals must be settled nightly, at the end of the business day.
4. Any terminal reports that are produced must be submitted to the Cashier's Office when funds are deposited with the College. If funds are not deposited immediately with the Cashier's Office, the Department must secure all funds, transactions, and reports in a secure location within the Department. No copies, individual transactions, or terminal reports should be maintained by the Department for any reason.
5. The Cashier's Office will maintain, in a secure location filed by date and department, any information relating to credit card transactions. This information will be maintained for reconciliation purposes, kept for a reasonable period of time, and then properly destroyed.

➤ **References:**

Accounting Manual for Florida's College System:

http://www.palmbeachstate.edu/finance/Documents/State_of_FL_Acctg_Manual.pdf

College Board Policy: 6Hx-18-4.03

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.03.pdf>

College Cash Collection Procedure:

FIN-SAS-006

<http://www.palmbeachstate.edu/finance/Documents/FIN-SAS-006.pdf>

Florida Statutes: 1001.65

<http://www.flsenate.gov/statutes/>