

# 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

# Sample Procedure Manual Secretary

**Coleen K. Withgott**



## **Sample Procedure Manual Secretary:**

Patient Representative Policy and Procedure Manual ,1988      Webster's Legal Secretaries Handbook Coleen K. Withgott,1981 A useful guide for streamlining procedures in the law office back cover      Accounting Policies and Procedures Manual Steven M. Bragg,2012-06-19 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry      **Secretarial Occupations V-TECS Guide: Basic volume** ,1984      **Decisions** United States. Federal Mine Safety and Health Review Commission,1998      **Report of the Secretary of Agriculture** United States. Department of Agriculture,1973 Contains administrative report only      Report of Secretary's Commission on Medical Malpractice United States. Health, Education and Welfare Department,1973      **Webster's Medical Office Handbook** John Rhodes Haverty,1979      **GAO Documents** United States. General Accounting Office,1983 Catalog of reports decisions and opinions testimonies and speeches      Hearing on H.R. 7486, Defense Officer Personnel Management (DOPMA) ... United States. Congress. House. Committee on Armed Services. Subcommittee on Military Compensation,1976      Hearing on H.R. 14772 United States. Congress. House. Committee on Armed Services. Subcommittee on Military Compensation,1976      Federal Register ,2013-05      Federal Energy Regulatory Commission Reports United States. Federal Energy Regulatory Commission,1997      **New Sinc Methods of Numerical Analysis** Gerd Baumann,2021-04-23 This contributed volume honors the 80th birthday of Frank Stenger who established new Sinc methods in numerical analysis The contributions written independently from each other show the new developments in numerical analysis in connection with Sinc methods and approximations of solutions for differential equations boundary value problems integral equations integrals linear transforms eigenvalue problems polynomial approximations computations on polyhedra and many applications The approximation methods are exponentially converging compared with standard methods and save resources in computation They are applicable in many fields of science including mathematics physics and engineering The ideas discussed serve as a starting point in many different directions in numerical analysis research and applications which will lead to new and unprecedented results This book will appeal to a wide readership from students to specialized experts      Technical, Scientific and Procedural Issues of Employee Drug Testing ,1990      *Model Policies and Procedures for Not-for-Profit Organizations* Edward J. McMillan,2004-03-29 The

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