

**Policy Manual(DRAFT)**



<b>Title:</b> Acceptance of Credit and Debit Card Payment	<b>Number:</b> 6Hx2-6.28
<b>Legal Authority:</b> Fla Statutes 1001.64 (28); 6A-14.0261 215.322	<b>Page:</b> 1 of 2

**GENERAL STATEMENT**

The President is authorized to establish the procedures necessary for entering into agreements for, and accepting, credit card payments as compensation for goods, services, tuition, and fees. Accounts in credit card banks for the deposit of credit card sales invoices may be established with Board approval.

Bank service charges may be handled indirectly through compensating balance or directly by expensing of actual fees charged, whichever is more beneficial to the College.

Per State Statute 1001.64(28), the Board of Trustees is authorized to enter into agreements for, and accept, credit and debit card payments as compensation for goods, services, tuition and fees. The President is authorized to establish all necessary procedures relevant to the acceptance and processing of credit and debit cards.

**THE POLICY and THE STUDENT.**

Student accounts may be paid by credit or debit cards. When a credit or debit card transaction is disputed and results in a chargeback, a block shall be placed on the student's account preventing future credit or debit card payments. The student shall be billed for the amount of the chargeback.

**THE POLICY and THE FACULTY AND STAFF.**

Faculty and staff accounts may be paid by credit or debit cards. When a credit or debit card transaction is disputed and results in a chargeback, a block shall be placed on the employee's account preventing future credit or debit card payments. The employee shall be billed for the amount of the chargeback.

Faculty and staff shall store, secure and retain credit/debit card transaction information in compliance with the Payment Card Industry (PCI) Data Security Standards and all other applicable Federal, State, and College rules regarding the acceptance of credit and debit cards.

**IMPLEMENTATION and OVERSIGHT.**

The Chief Financial Officer has the responsibility for the implementation and oversight of this policy.

<b>History:</b> Issued as <i>Use of Credit Card</i> on September 15, 1981; reissued on September 21, 1982; revised on December 16, 1982; revised on March 19, 1991; revised on February 16, 1993; revised and re-numbered on June 18, 1997; revised January 26, 2005.			
		<b>AGENDA ITEM</b> <u>  ✓  </u>	
<b>Approved by the Board of Trustees</b>	<b>Date</b> 00/00/00	<b>President's Signature</b>	<b>Date</b> 00/00/00
		FEB 24 2000	
		<b>ENCLOSURE</b> 24	

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VIOLATION OF POLICY.

All individuals in violation of these establish policies may be subject to disciplinary action, up to and including termination.

AGENDA ITEM VII-H  
FEB 24 2005  
ENCLOSURE 24

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