

PAYMENT CARD ACCEPTANCE VIA POS/PHONE/MAIL ORDER

The following guidelines provide procedures and responsibilities to assist departments when they are considering accepting payment cards via phone, fax, mail, or in person.

HOW TO GET STARTED

- Complete the **Merchant Application** form to request to have a merchant account set-up by the bank.
 - The contact person's name and address needs to be identified.
 - A designated secure data phone line is necessary for the equipment to process payments.
- Be prepared to give details of what the account is for, including:
 - The number of transactions processed annually.
 - The average transaction amount.

PURCHASE OF EQUIPMENT

- The location address, number of payment card machines, and the type of transactions to be processed, is required. (i.e., debit card PIN pad).
- Once the equipment is received, it will need to be initiated to accept payments.

DEPOSITING PAYMENTS

- The payment card machine should be settled and closed out **every day that payments are input**.
- Web Entry to ReconNet of daily settlements must be entered **each day**.
 - Each card type, per settlement, must be listed as a separate entry.
 - The accounting allocation must be included in the web entry to ReconNet.

COSTS

- There is a onetime charge for payment card and/or debit card PIN machines. Prices vary according to the machine.
- The payment card companies and the bank assess merchant fees for all bankcards monthly. The monthly fee is charged on the amount of transactions collected and is charged to the department's account by journal entry.
- There is an additional administrative fee charged monthly based on your total sales activity. This fee is tiered based on services the merchants receive. Please contact treasury@purdue.edu for more information.

MAINTENANCE AND SECURITY OF BANK CARD INFORMATION

- Departments need to be sensitive to the issues surrounding accepting payment card numbers as part of a business transaction. The department and University can be held liable for improper usage of payment card numbers.
- Any payment card information **cannot** be stored on the department's computers.
- Any payment card information written on paper must be destroyed once the payment has been processed. DO NOT email payment card information.
- Payment card receipts, settlement reports, and any attached documents, must be kept in a secure place that is locked with access granted only to necessary employees.