

# 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

**Ying Liu**



## **Office Payment Procedures Manual Template:**

Department of the Navy Source Data System Procedures Manual United States. Navy Dept. Office of the Comptroller,1988     **Department of the Navy Source Data System Procedures Manual** United States Navy Department. Office of the Comptroller,1995     **Streamlining the Payment Process While Maintaining Effective Internal Control** United States. General Accounting Office,2000     **Disbursing Clerk 3 & 2** Antonio O. Cruz,1992  
*Federal Acquisition Circular* United States. Department of Defense,     *Federal Acquisition Circular* ,1990     **Financial Institutions Processing Procedures Manual [for Passenger Car and Motorcycle License Plates]**. Illinois. Vehicle Services Department,1989     Post Office Guide Great Britain. Post Office,1893     Privacy Act Issuances ... Compilation United States. Office of the Federal Register,1976     **The National Forest Manual** United States. Forest Service,1928  
**United States Official Postal Guide** ,1935     Department of Parks and Recreation California. Bureau of State Audits,2005     *Bibliography of Scientific and Industrial Reports* ,1946-04     *Admiralty Actions* Syahriman Baharom Shah,2005     **Manual of Accounting Procedure for the Port of San Francisco** California. Board of State Harbor Commissioners,1930     **"Code of Massachusetts regulations, 1993"** ,1993 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020     United States Official Postal Guide United States. Post Office Department,1919     **Products and Priorities** United States. War Production Board. Division of Budget Administration,1943     **The Massachusetts register** ,2009     Handy Guide to Premium Rates, Applications and Policies of American Life Insurance Companies Spectator Company (New York, N.Y.),1924

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In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Office Payment Procedures Manual Template**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

<https://crm.allthingsbusiness.co.uk/data/Resources/Documents/Memes%20Today%202025%20Install.pdf>

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