

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 Guide To Office Procedures

Christian Drosten



Sample Guide To Office Procedures:

Adopting the Song of Appearance: An Mental Symphony within **Sample Guide To Office Procedures**

In some sort of consumed by monitors and the ceaseless chatter of immediate transmission, the melodic beauty and emotional symphony developed by the prepared term usually fade into the backdrop, eclipsed by the constant sound and disturbances that permeate our lives. Nevertheless, set within the pages of **Sample Guide To Office Procedures** a stunning literary value overflowing with raw emotions, lies an immersive symphony waiting to be embraced. Constructed by an elegant composer of language, this captivating masterpiece conducts viewers on a psychological journey, skillfully unraveling the concealed melodies and profound influence resonating within each carefully constructed phrase. Within the depths of this touching evaluation, we shall examine the book is central harmonies, analyze their enthralling publishing design, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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