

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

Gerd Baumann



Sample Procedure Manual Secretary:

Patient Representative Policy and Procedure Manual, 1988 **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 Webster's Legal Secretaries Handbook Coleen K. Withgott, 1981 A useful guide for streamlining procedures in the law office back cover *Report of the Secretary of Agriculture* United States. Department of Agriculture, 1973 Contains administrative report only **IRS Drug Free Workplace** United States. Internal Revenue Service, 1989 Federal Register, 2013-05 *Decisions* United States. Federal Mine Safety and Health Review Commission, 1998 **The American Food Journal**, 1909 **Model Policies and Procedures for Not-for-Profit Organizations** Edward J. McMillan, 2004-03-29 The completely revised and expanded third edition of Model Accounting and Financial Policies Procedures Handbook will help nonprofit executives strengthen their organization's financial procedures while assuring board members that they are meeting fiduciary responsibilities This process is streamlined by the more than 150 sample policies and forms included both in this book and on the accompanying web site offering downloadable and customizable versions of those forms Major topics include internal financial statement forms a chart of accounts and accounting and financial policies and procedures manual a glossary and a full index *The Secretary*, 1960 **Inventory Management** United States. General Accounting Office, 1988 Modern Dental Assisting - E-Book Doni L. Bird, Debbie S. Robinson, 2016-05-16 Prepare for a successful career as a dental assistant Modern Dental Assisting is the leading text in dental assisting the most trusted the most comprehensive and the most current Using an easy to understand approach this resource offers a complete foundation in the basic and advanced clinical skills you must master to achieve clinical competency It describes dental assisting procedures with photographs and clear step by step instructions Along with the textbook this complete learning package includes a companion Evolve website replete with learning exercises and games and video clips of dental assisting procedures plus animations and review questions Written by Doni Bird and Debbie Robinson two well known and well respected dental assisting educators this edition is also available as a Pageburst e book *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

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The book delves into Sample Procedure Manual Secretary. Sample Procedure Manual Secretary is a crucial topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Sample Procedure Manual Secretary, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Sample Procedure Manual Secretary
 - Chapter 2: Essential Elements of Sample Procedure Manual Secretary
 - Chapter 3: Sample Procedure Manual Secretary in Everyday Life
 - Chapter 4: Sample Procedure Manual Secretary in Specific Contexts
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 2. In chapter 1, this book will provide an overview of Sample Procedure Manual Secretary. This chapter will explore what Sample Procedure Manual Secretary is, why Sample Procedure Manual Secretary is vital, and how to effectively learn about Sample Procedure Manual Secretary.
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 5. In chapter 4, the author will scrutinize the relevance of Sample Procedure Manual Secretary in specific contexts. This chapter will explore how Sample Procedure Manual Secretary is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, the author will draw a conclusion about Sample Procedure Manual Secretary. This chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Procedure Manual Secretary.

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