

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

Adrienne Escoe



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Table of Contents Sample Guide To Office Procedures

1. Understanding the eBook Sample Guide To Office Procedures
 - The Rise of Digital Reading Sample Guide To Office Procedures
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Guide To Office Procedures
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Guide To Office Procedures
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Guide To Office Procedures
 - Personalized Recommendations
 - Sample Guide To Office Procedures User Reviews and Ratings

- Sample Guide To Office Procedures and Bestseller Lists
- 5. Accessing Sample Guide To Office Procedures Free and Paid eBooks
 - Sample Guide To Office Procedures Public Domain eBooks
 - Sample Guide To Office Procedures eBook Subscription Services
 - Sample Guide To Office Procedures Budget-Friendly Options
- 6. Navigating Sample Guide To Office Procedures eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Guide To Office Procedures Compatibility with Devices
 - Sample Guide To Office Procedures Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Guide To Office Procedures
 - Highlighting and Note-Taking Sample Guide To Office Procedures
 - Interactive Elements Sample Guide To Office Procedures
- 8. Staying Engaged with Sample Guide To Office Procedures
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Guide To Office Procedures
- 9. Balancing eBooks and Physical Books Sample Guide To Office Procedures
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Guide To Office Procedures
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Guide To Office Procedures
 - Setting Reading Goals Sample Guide To Office Procedures
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Guide To Office Procedures
 - Fact-Checking eBook Content of Sample Guide To Office Procedures
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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