

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

Xiaolong Qi



Office Payment Procedures Manual Template:

Unveiling the Energy of Verbal Artistry: An Mental Sojourn through **Office Payment Procedures Manual Template**

In a world inundated with monitors and the cacophony of instantaneous interaction, the profound energy and psychological resonance of verbal artistry frequently disappear into obscurity, eclipsed by the continuous barrage of noise and distractions. However, located within the musical pages of **Office Payment Procedures Manual Template**, a fascinating work of literary elegance that pulses with natural feelings, lies an remarkable trip waiting to be embarked upon. Composed by way of a virtuoso wordsmith, that exciting opus guides viewers on a psychological odyssey, gently revealing the latent potential and profound affect embedded within the intricate web of language. Within the heart-wrenching expanse of the evocative examination, we shall embark upon an introspective exploration of the book is main themes, dissect its charming writing model, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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