

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

Jessica J Manson



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 **GAO Documents** United States. General Accounting Office,1983 Catalog of reports decisions and opinions testimonies and speeches **Miracle Secretary's Guide** Executive Reports Corporation,1980 Federal Register ,2013-05 IRS Drug Free Workplace United States. Internal Revenue Service,1990 United States Code , Decisions United States. Federal Mine Safety and Health Review Commission,1998

The book delves into Sample Procedure Manual Secretary. Sample Procedure Manual Secretary is a crucial topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The 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
 - Chapter 5: Conclusion
2. In chapter 1, this book will provide an overview of Sample Procedure Manual Secretary. The first 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.
3. In chapter 2, this book will delve into the foundational concepts of Sample Procedure Manual Secretary. This chapter will elucidate the essential principles that must be understood to grasp Sample Procedure Manual Secretary in its entirety.
4. In chapter 3, the author will examine the practical applications of Sample Procedure Manual Secretary in daily life. This chapter will showcase real-world examples of how Sample Procedure Manual Secretary can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Sample Procedure Manual Secretary in specific contexts. The fourth chapter will explore how Sample Procedure Manual Secretary is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book 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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shape with two layers separated by coffee butter icing which may also cover the top

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