

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

AN Whitehead



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Patient Representative Policy and Procedure Manual, 1988 Webster's Legal Secretaries Handbook Coleen K. Withgott, 1981 A useful guide for streamlining procedures in the law office back cover **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 *Report of the Secretary of Agriculture* United States. Department of Agriculture, 1973 Contains administrative report only **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

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How to be an Effective Executive Secretary Esther R. Becker,1962 *Administrative Procedures for the Canadian Office* Lauralee G. (Lauralee Gail) Kilgour,Lucy Mae Jennings,1994 *Treasury, Postal Service, and General Government Appropriations for Fiscal Year 1976* United States. Congress. Senate. Committee on Appropriations,1975

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Table of Contents Sample Procedure Manual Secretary

1. Understanding the eBook Sample Procedure Manual Secretary
 - The Rise of Digital Reading Sample Procedure Manual Secretary
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Procedure Manual Secretary
 - 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 Procedure Manual Secretary
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Procedure Manual Secretary
 - Personalized Recommendations
 - Sample Procedure Manual Secretary User Reviews and Ratings
 - Sample Procedure Manual Secretary and Bestseller Lists

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