

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 Procedures Manual Template Australia

Terry C. Jones



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Table of Contents Office Procedures Manual Template Australia

1. Understanding the eBook Office Procedures Manual Template Australia
 - The Rise of Digital Reading Office Procedures Manual Template Australia
 - Advantages of eBooks Over Traditional Books
2. Identifying Office Procedures Manual Template Australia
 - 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 Office Procedures Manual Template Australia
 - User-Friendly Interface
4. Exploring eBook Recommendations from Office Procedures Manual Template Australia
 - Personalized Recommendations
 - Office Procedures Manual Template Australia User Reviews and Ratings
 - Office Procedures Manual Template Australia and Bestseller Lists
5. Accessing Office Procedures Manual Template Australia Free and Paid eBooks
 - Office Procedures Manual Template Australia Public Domain eBooks
 - Office Procedures Manual Template Australia eBook Subscription Services
 - Office Procedures Manual Template Australia Budget-Friendly Options

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