

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 Manager Stard Operating Procedures Manual

Daniel F McAuley



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Table of Contents Office Manager Stard Operating Procedures Manual

1. Understanding the eBook Office Manager Stard Operating Procedures Manual
 - The Rise of Digital Reading Office Manager Stard Operating Procedures Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Office Manager Stard Operating Procedures Manual
 - 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 Manager Stard Operating Procedures Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Office Manager Stard Operating Procedures Manual
 - Personalized Recommendations
 - Office Manager Stard Operating Procedures Manual User Reviews and Ratings
 - Office Manager Stard Operating Procedures Manual and Bestseller Lists
5. Accessing Office Manager Stard Operating Procedures Manual Free and Paid eBooks
 - Office Manager Stard Operating Procedures Manual Public Domain eBooks
 - Office Manager Stard Operating Procedures Manual eBook Subscription Services
 - Office Manager Stard Operating Procedures Manual Budget-Friendly Options
6. Navigating Office Manager Stard Operating Procedures Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Office Manager Stard Operating Procedures Manual Compatibility with Devices
 - Office Manager Stard Operating Procedures Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Office Manager Stard Operating Procedures Manual
 - Highlighting and Note-Taking Office Manager Stard Operating Procedures Manual
 - Interactive Elements Office Manager Stard Operating Procedures Manual
8. Staying Engaged with Office Manager Stard Operating Procedures Manual

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Office Manager Stard Operating Procedures Manual
- 9. Balancing eBooks and Physical Books Office Manager Stard Operating Procedures Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Office Manager Stard Operating Procedures Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Office Manager Stard Operating Procedures Manual
 - Setting Reading Goals Office Manager Stard Operating Procedures Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Office Manager Stard Operating Procedures Manual
 - Fact-Checking eBook Content of Office Manager Stard Operating Procedures Manual
 - 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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