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APPENDICES

OVERVIEW:

The purpose of this training is to discuss how cashiering transactions are handled at the University, especially in the areas of check endorsement procedures, credit card procedures, cash reports, departmental deposits, and departmental billing requests. Terminology will be outlined and information will be provided to allow University employees to understand the functions of the Cashiers' Office within Student Accounts. Since the function of collecting money is monitored very closely by the Commonwealth, it is imperative that those departments handling money be aware of all requirements and guidelines. The difference between on-line and off-line cashiering sites will be explained. The information contained in this

Definitions:

Credit Card Payment Form:

These forms should be submitted via a locked bank bag and should NOT be sent via campus mail. If departments keep a copy of this form, they must abide by the PCI DSS standards and obliterate all but the first 6 or the last 4 digits of the credit card number by hole-punching, OR by cutting it off of the form and shredding this in a cross-cut shredder.

Funds: include currency, coins, checks/money orders, credit card sales receipts, and settlement slips.

The stamp _____ include the department name and the _____ for audit purposes. Failure to include a date will result in a non-compliance letter being sent to the department. The date serves as verification that your department is promptly depositing funds. A sample of the stamp follows:

If you are responsible for restrictively endorsing checks/money orders, please keep in mind that the amount of space available for endorsement on the back of the check/money order is restricted by the solid line to no more than one-and-one-half (1 1/2) inches from the top left of the back of the check/money order.

- o Keep anti-virus software updated.
- o Never direct anyone to use a specific computer to make a credit card payment or offer to enter the payment card data into a website on their behalf. Please direct the individual to use any internet-enabled device and enter the payment information on their own.
- o If you are selling tangible personal property, you must collect Sales Tax unless proof of the tax exemption is obtained. NOTE: The Sales Tax Rate for tangible personal property for the Hampton Roads region is 6%. Please contact PCI@odu.edu with any questions!
- o If you have a uStore through TouchNet, you must employ the CAPTCHA settings for all products. *CAPTCHA is a human response test, designed to distinguish human from machine input. In this case, to prevent hacking.*
- o ████████████████

Requirements to Accept Credit Card Payments:

Before a department may accept credit card payment transactions for University-approved events, a merchant account must be established through the Office of Finance. All new merchant accounts are required to be set up ██ responsible parties must adhere to the University policies and guidelines dealing with collection of credit card payments.

Currently the University accepts MasterCard, Visa, Discover and American Express. In order to request a new merchant account, the collection of funds must be on-going or at least annually, and the department must have the fiscal support to manage the payment card processing. The request for a new merchant account must be submitted a minimum of 30 days prior to the date the department would like to begin accepting credit card payments.

How to Set Up a New Merchant Account:

To establish a merchant account, departments must take the following actions:

Read and complete the ████████████████████ (available on the
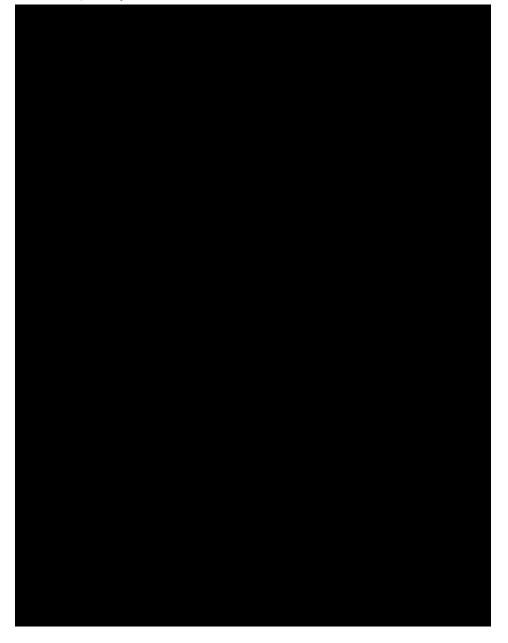
Old Dominion University
Payment Card Security and Confidentiality Agreement

Employee's Printed Name

Employee's Title

Employee's Signature

Date

Supervisor's Title

Supervisor's Printed Name

<u>Credit Card Payment Form:</u>

For departments that do not use a credit card machine or have a uStore but still accept occasional credit card payments, you must use this _____ when taking charge payments (below). Remember, ODU departments may accept only MasterCard, VISA, Discover, and American Express credit card payments. The form may be accessed at:

This form should be submitted via the *locked* bank bag and <u>NOT</u> via campus mail.

==If a department== keeps a copy, all but the <u>==first 6 digits OR the last 4 digits==</u> of the card number on the departmental copy must be redacted (rendered unreadable)

o *==To redact credit card information, a black-out marker will not suffice. The correct way to securely destruct all but the last 4 digits of a CC number is to use a hole-punch or by cutting this portion off of the form and cross-cut shred it!==*

@ ᵃ   ᵃ ᵃᵃ   ᵃ ᵃ   `\     ᵃ `7   `Cash Office will contact the department and reduce the departmental deposit by this amount.

Cash Reports:

Following detailed procedures, an   *(available on the Office of Finance website under Faculty/Staff forms)*   <mark>Departments should develop good internal control policies to ensure compliance with all applicable policies and procedures.</mark> All sites on campus who accept funding on behalf of the university are required to use the   . The deposit form may be found on the Office of Finance website at: https://www.odu.edu/content/dam/odu/offices/finance-office/docs/official-revenue-deposit-form.pdf

The following information is the minimum required   you may opt to include additional information for your use in the

Cashier's Office Use ONLY:
Control #:_____   Cashier #1:_____   Cashier #2:_____

Cash:_____

Department Name:.

	DESCRIPTION		AMOUNT		BUDGET CODES		
					Fund Code	*Org Code*	*Account #*
				1			
				2			
				3			
				4			
				5			
				8			
				9			
				10			

I have reviewed this report and found it accurate to the best of my knowledge.

Date:_____

Name Printed _____

Signature: x _____   Date: _____

2. After the charge is loaded to the company account, the departmental budget is credited.
3. An invoice is sent to the company with instructions to   This invoice includes the company account number to ensure correct posting of the payment.

Billing Activities for Tuition and Other Accounts Receivable:

For students who register in person, the printout received at the time of registration is the first bill. Students who register via LeoOnline are given the amount of their charges after completing the registration process. Students should not wait to receive an additional billing statement to pay tuition. Please refer to   on the Office of Finance website (www.odu.edu/finance   under *Students*) for the appropriate semester to obtain specific tuition deadline information. E-bills are the only billing method used at ODU. E-bills are emailed monthly to a student's odu.edu email address f