Departmental Credit Card Processing

Overview:

Departments may request approval from the Treasurer’s Office to process credit cards through a third party system, University approved terminal or an e-commerce solution. Once approved, the Treasurer’s Office will provide the department with credit card processing options. All e-commerce systems and merchant card payment processing must be approved by the Treasurer’s Office.

Purpose:

For Saint Louis University credit card payment processing.

Policies:

Please follow all credit card security policies. Credit card security policies can be found at http://www.slu.edu/busfin/departments/treasury-and-investments/credit-card-security

Processing a Credit Card Deposit:

1. At the close of business, perform end of day settlement and print only a transaction summary, settlement, batch or close report with individual card type subtotals. The Treasurer’s Office does not need individual transactions or detailed information.
   - Enter deposit information. For more information on processing Web Departmental Deposits please visit http://www.slu.edu/Documents/busfin/Cashiering_Web_Departmental_Training_Manual.pdf
   - Print web deposit receipt.
3. Scan and submit Touchnet web deposit receipt and end of day settlement, transaction summary or close report with individual card type subtotals to sludeposits@slu.edu. Do not mail credit card Touchnet deposits.
4. Verification and Approval of Deposit(s)
   - Treasurer’s Office will verify deposits to Merchant Processor and settlement or close report and approve in Touchnet.
   - Any discrepancies will be reported to the department.
   - All credit card deposits must be made daily.
Contact Information for the following services is listed below:

- Merchant Processing, E-commerce, Third Party Payment processing requests and PCI Compliance questions
  Treasurer’s Office, Mindy Brown
  Email: fentonmr@slu.edu
  Phone: 314-977-2466

- Touchnet Web Deposit Access
  Treasurer’s Office
  Email: sludeposits@slu.edu
  Phone: 314-977-3701